



# Housing Authority of the City of Bellingham

Notice of Regular Board Meeting  
Bellingham Housing Authority Board of Commissioners  
December 16, 2025

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

Time: 1:05pm

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## AGENDA

- A. ROLL CALL/QUORUM
- B. PUBLIC COMMENT AND RESIDENT INPUT  
*Public comments are accepted in-person, virtually, or in writing. Public Comments provided in writing must be submitted no later than 5pm on the day prior to the meeting.*
- C. REPORTS
1. Executive Director Report (Andrew Calkins, 10 minutes)
  2. Quarterly Development Report (Tony Casale, 10 minutes)
  3. Bi-annual IT Report (Chris Longwell, 10 minutes)
- D. DISCUSSION / ACTION ITEMS
1. Authorize Budget Variance Report No. 25-01 and Approve Same Amendment to the BHA Budget for Fiscal Year 2025  
Approve Resolution 2834 (Jana Robbins, 10 minutes)
  2. Authorize Section 125 Flexible Benefits Plan Advance Funding for Plan Year Claims  
Approve Resolution 2835 (Jana Robbins, 10 minutes)
  3. Authorize the Award of a Contract to Modernize Boiler Plants at Chuckanut Square, Lincoln Square, and Washington Square  
Approve Resolution 2836 (Tony Casale, 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
- F. NEW BUSINESS – COMMISSIONER REPORTS
- G. 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.**

**Public Comments** are accepted in-person, virtually, or in writing. Those who wish to provide **written public comment**: please send direct e-mail to [publiccomment@bellinghamhousing.org](mailto:publiccomment@bellinghamhousing.org) no later than 5pm on the day prior to the meeting.

### **Meeting Information**

**Webinar ID:** 868 2734 6793

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

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

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



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

**To:** Board of Commissioners  
**From:** Andrew Calkins, Executive Director / CEO  
**Date:** December 16<sup>th</sup>, 2025  
**Re:** Executive Director's Update

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### **Staffing Updates**

We are in the final stages of recruitment for the Grounds Technician III position. We interviewed several qualified candidates and are finalizing details to extend an offer to our top candidate. Recruitment for the temporary maintenance positions has been put on hold and will likely resume after the first of the year. Recruitment has begun for a Maintenance Tech I.

### **End of Year All Staff Gathering**

All BWCHA staff convened for an end of year employee appreciation breakfast event on December 3rd at a conference space at Holiday Inn & Suites in Bellingham. I provided an overview of the agency's successes throughout the year, and we recognized employees who had received significant milestones in the career at BHA, including Irma Kohlman who reached 25 years and is retiring at the end of this year. Thank you to Lindsay Burmeister and Lisa Hansen for organizing the well-received event.

Many staff also convened for a celebration on November 20<sup>th</sup> to mark two full years of an accident-free workplace – a significant accomplishment.

### **Federal Budget & Funding for HUD Programs**

The federal government and HUD programs are currently funded under a continuing resolution lasting through January 30<sup>th</sup>, 2026, at which point Congress may coalesce around a full year funding bill or another continuing resolution.

### **Housing Choice Voucher Shortfall Award**

HUD awarded BHA \$532,006 through the Housing Choice Voucher Shortfall Set-aside Award process. We are ending 2025 at 99.9% utilization from a leasing perspective, and near 100% from a HAP perspective. The shortfall award does not cover all excess voucher costs and we understand HUD is monitoring PHA leasing costs and may provide additional awards. Awards were delayed due to the government shutdown.

### **Property Inspections**

This December, the Housing Programs and Maintenance Teams are busy preparing for and responding to Management and Occupancy Reviews (or an MOR, at Varsity Village) and HUD NSPIRE inspections at public housing family sites (in December) and senior/disabled high-rises (in early January). These are keeping staff busy during a difficult month, but our maintenance and inspection team in particular are doing a great job adjusting to the new NSPIRE standard.

### **Community Connections**

- I met with a representative from the Northwest Regional Council on November 19<sup>th</sup> to discuss the impact of federal policy and funding changes on low-income seniors and people with disabilities in our region. We are planning to continue meeting on a quarterly basis.
- Whatcom Housing Alliance and Bellingham's CDAB will not meet in December. The Whatcom County Housing Advisory Committee meets on December 11.
- Ahead of the 2026 legislative session, I will be meeting with three area legislators over the next few weeks to talk about affordable housing solutions that will benefit BWCHA and our work.
- I attended Whatcom County Coalition to End Homelessness' meeting on December 4<sup>th</sup>, which included an informative update from Lake Whatcom Treatment Center on their housing and mental health programming.

### **Attachments:**

- None

### **Upcoming Events of Note for Board Members:**

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

**Housing Authority of the City of Bellingham and  
Whatcom County Housing Authority  
Development Report  
December 2025**

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**New Construction**

**Closeout**

None

**Underway**

**Samish Commons Early Learning Center – 40 childcare slots in Bellingham  
Estimated project cost: \$1,800,000**

This project is now fully funded and progress has resumed! In November, Whatcom County awarded the project \$870,790 from the Healthy Children’s Fund. This is the second award from the county and adds to their original commitment of \$1,093,637 from the Community Priorities Fund. The BWCHA team is very thankful to the county for their generous support of this project.

Now that all funding has been secured, the project team is picking up where we left off in May. Construction documents are in progress, and we are working to advance a bid set so that a general contractor can be procured. There are still variables outside of our control (e.g. permitting), but we are eager to move this project forward as quickly as possible with an ambitious goal of completing construction by the end of 2026.

BWCHA is partnering with Mountain View Early Learning Center for the operation of this facility, and we anticipate that a lease will be executed in early 2026, after the scope of landlord and tenant work items has been refined. The site will create 40 new childcare opportunities for infants and toddlers through a combination of full-time and part-time slots. A portion of these new opportunities will be set aside for children from low-income families and/or receiving childcare subsidies.

**Seeking Funding**

**Unity Street Redevelopment (Ubuntu) – 64 units of rent restricted LIHTC housing in Bellingham  
Estimated project cost: \$29,908,979**

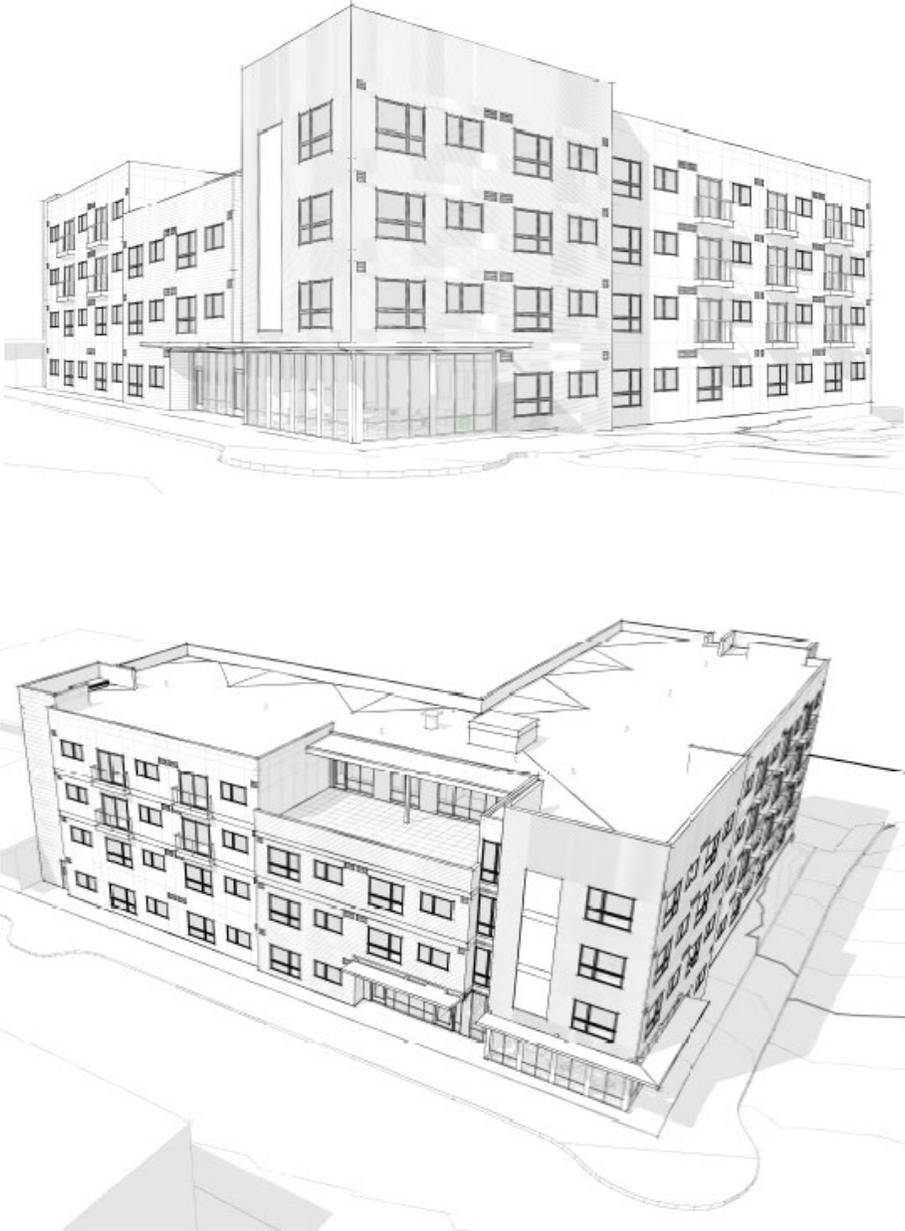
The redevelopment of BWCHA’s property located at 202 Unity Street will consist of approximately 64 apartments set-aside for households with income ranging between 30-60% of the Area Median Income. The project has been approved for \$6,148,634 from the City of Bellingham, and \$1,000,000 from Whatcom County.

In October we applied to the Washington State Housing Trust fund for \$6,000,000 and anticipate awards will be announced in January 2026. Latest information from Department of Commerce

indicated that total requests exceeded \$438,059,000 and only \$112,230,000 in funding is available. Despite the overwhelming demand for limited resources, we believe our project is a very strong candidate and well positioned for funding.

Predevelopment and design work continues at full speed while we anxiously wait to hear from the state. Design development is over 50% complete and extensive site investigations have been conducted to learn how the existing foundation is integrated into structural support for Unity and Flora Streets. This project will leverage equity through the 4% Low-Income Housing Tax Credit program and we are targeting October 2026 to commence construction.

*Unity Street Preliminary Massing Models*



## Feasibility/Scope Development

### Village at King Mountain – Approximately 110 units of rent restricted LIHTC housing in Bellingham

**Estimated project cost: TBD**

In March of 2025 the BWCHA acquired two 1-acre parcels in the King Mountain neighborhood of Bellingham. The Land Acquisition Program administered by the Washington State Housing Finance Commission provided a low interest loan covering 80% of the purchase price. Our preliminary development concept consists of two mixed-income buildings with apartments set-aside for households with income ranging between 30-80% of the Area Median Income, but we have not determined project phasing. We anticipate additional predevelopment and feasibility activities will be initiated in early 2026.

*King Mountain Preliminary Design Concept*



## Major Capital Needs & Improvements

### Closeout

**Whatcom County Playground Modernization – 63 units of Public Housing for families in Bellingham and Blaine**

**Total project cost: \$158,115**

The play structures located at both Baycrest Homes and Sea Mist Townhouses were past their useful life and needed full replacement. The Birches received a new timber stack play element in 2019, but additional engineered wood fiber and ADA accessibility improvements were needed at that site. All work has been completed, and we are wading through the closeout process required for public works projects.

*Baycrest Before & After*



## **Underway**

### **Affordable Housing Capital Needs Assessments (select properties) – 5 properties with 215 total rent restricted units in Bellingham**

**Estimated project cost: \$48,100**

Comprehensive physical and capital needs assessments are being conducted at Laurel Village Apartments, Meadow Wood Townhomes (both phases), and Walton Place Apartments (both phases). The purpose of these assessments is to develop thorough knowledge of building components and systems that need replacement or modernization. Initial assessments have been completed at three properties, with the remaining two anticipated before yearend. It is important to note that comprehensive investigations are being conducted in multiple phases, and initial reports are based solely on observations and interviews. A refinancing strategy will be developed after establishing a better understanding of capital project costs.

### **High-rise Boiler Plant Modernization – 396 units of Public Housing for seniors and people living with a disability in Bellingham**

**Estimated project cost: \$1,785,455**

All three high-rise buildings use boiler systems for hydronic heat and domestic hot water. Components of the current systems are at/near the end of their useful life and because of the specialized nature of the equipment it is becoming increasingly difficult to locate replacement parts. The maintenance and development teams have worked closely with third-party architects and engineers to prepare technical specifications, scope of work, and drawings necessary for wholesale replacement of the boiler plants. Competitive bids were solicited August 27<sup>th</sup> – November 21<sup>st</sup>, and Harris Pacific Northwest, LLC has been identified as the presumptive low-bidder.

### **High-rise Standby Generator Replacement – 396 units of Public Housing for seniors and people living with a disability in Bellingham**

**Estimated project cost: \$197,869**

Standby emergency generators at each high-rise building were installed in/around 1985 and are approaching the end of their anticipated life cycle. A contractor was selected in May, and new equipment was ordered on June 25<sup>th</sup>, but the manufacturer's production timeline has been extended to February 2026. The current generators remain fully operational and ancillary equipment including new automatic transfer switches and surge protectors have been installed in the meantime for increased resiliency of electrical systems and components.

### **Lincoln Square Plumbing Replacement & Site Assessment – 198 units of Public Housing for seniors and persons living with disabilities in Bellingham**

**Estimated project cost: TBD**

The primary waste lines beneath Lincoln Square are at/near the end of their useful life and the maintenance team recently completed emergency repairs in a few locations. Only a portion of the infrastructure under the building is currently accessible, and we are in the early stages of addressing existing deficiencies, assessing conditions throughout the broader system, and identifying long-term solutions which may require excavation.

Ancillary to the plumbing replacement project, we have partnered with SMR Architects and various subconsultants to conduct a geotechnical site assessment and review of the building's existing foundation system. It is important to note; there is no evidence of structural deficiencies. These assessments are being completed to establish baseline elevations so that erosion rates can be monitored, and to inform any additional excavation related to plumbing replacement.

**Sea Mist Townhouses Roof Replacement – 12 units of Public Housing for families in Blaine**  
**Estimated project cost: \$134,251**

The shingle roofs at Sea Mist Townhouses are at the end of their useful life so replacement is being planned. A contract has been awarded to Mt. Baker Roofing for full replacement including gutters and downspouts, sheeting will be added as needed. Work will commence in January contingent upon favorable weather conditions.

**Sumas Square Flood Repair – 11 units of rent restricted housing for seniors in Sumas**  
**Estimated project cost: TBD**

The property incurred significant damage from flooding in 2021 and remains vacant. The Washington State Department of Commerce awarded \$2,800,000 in funding from the Community Development Block Grant – Disaster Recovery program (CDBG-DR), and these funds will be combined with \$957,531 in FEMA disaster assistance to cover all anticipated expenses. In addition to flood restoration, there are major components needing modernization and the introduction of CDBG-DR funding triggered additional scope requirements related to ADA accessibility and green and resilient building standards. To help protect against future flooding the building will be elevated 3-4'. SMR Architects was selected through competitive procurement and design work is underway. We have requested an extension for FEMA funding through the Washington State Military Department, the period of performance currently expires January 5, 2026.

**Varsity Village Site Maintenance – 101 units of rent restricted housing in Bellingham**  
**Estimated project cost: \$71,514**

The development team has been working in partnership with coworkers from the Maintenance and Operations departments to advance various site improvement initiatives at Varsity Village. Specific projects include procurement and execution of soft washing for all siding and roofs to remove grime and organic matter; installation of new playground surfacing for improved safety and accessibility; application of new landscape mulch for beautification and plant health; and engaging an arborist for removal of problematic tree limbs. All remaining work is scheduled to be completed before the Board Meeting on December 16, 2025.

<b>Seeking Funding</b>
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None

<b>Feasibility/Scope Development</b>
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None

**To:** Board of Commissioners

**From:** Chris Longwell, Director of Information Technology

**Date:** December 16, 2025

**Subject:** IT Update

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## **Executive Summary**

The following report outlines the Information Technology Department's strategic milestones for 2025 and our projected path for 2026. Below is a synopsis of how our 2025 accomplishments and 2026 goals fall under BHA strategic objectives.

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### **I. 2025 Year in Review: Accomplishments by Strategic Initiative**

We successfully executed several key projects this year, utilizing a "SaaS-First" and "Zero Trust" approach to modernize our infrastructure.

#### **1. Prioritizing Cybersecurity and Data Resilience**

Strategic Alignment: Adopting a "Zero Trust" model and ensuring resilience against cyberattacks.

- **Sophos MDR and Zero Trust Implementation:** In response to the growing threat of ransomware, Sophos Managed Detection and Response (MDR). We are shifting to a "Zero Trust" setup, ensuring that no user or device is trusted by default, significantly hardening our network perimeter.
- **Identity Management:** We leveraged Microsoft Entra to manage identity and network access, ensuring secure authentication across our platforms.

#### **2. Strategic Cloud Adoption (SaaS-First Approach)**

Strategic Alignment: Moving away from on-premise maintenance to cloud-based solutions for core functions.

- **Cloud-Based Productivity:** We solidified our shift from infrastructure maintenance to service delivery by fully utilizing the Microsoft Cloud ecosystem.

- **SharePoint & Yardi Integration:** We expanded SharePoint integration within Yardi. This allows for seamless network file management within our core property management system, leveraging the scalability and disaster recovery benefits of the cloud.

### 3. Leveraging Automation for Efficiency

Strategic Alignment: Automating routine back-office tasks to identify trends and improve compliance.

- **Procure-to-Pay (P2P) System:**
  - **Status:** Fully functional throughout 2025.
  - **Impact:** P2P has successfully reduced friction regarding invoice approvals. By utilizing workflows and built-in checks and balances—such as invoice validation, we have ensured strict purchasing policy compliance.
- **Yardi Aspire Training:**
  - **Status:** Successfully implemented for staff onboarding.
  - **Impact:** We created targeted learning plans covering both soft and hard skills. The interactive nature of the training ensures active participation, streamlining the onboarding process and reducing the administrative burden on HR staff.

### 4. Data Management for Informed Decision Making

Strategic Alignment: Centralizing data to extract meaningful insights and ensure consistency.

- **Yardi Asset IQ:** We deployed Asset IQ to monitor asset performance and centralized housing metrics. This initiative moved us away from disparate data sources toward a model of "Building Data Consistency," allowing for better resource allocation and understanding of asset needs.

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## II. Strategic Outlook: Where We Are Going in 2026

Building on the foundation laid in 2025, our focus for 2026 will be on refining our current systems and enhancing stakeholder interactions through improved digital tools.

### Continued Yardi Enhancements

We will continue to improve our current ecosystems by improving in use or adding modules that drive efficiency and data integration:

- **Service Contracts Manager:** We will introduce end-to-end workflows for contract and document management. This aligns with the strategic goal of automating document processing, ensuring that contract lifecycles are managed digitally and efficiently.
- **Customer Relations Management (CRM IQ):**
  - **Objective:** Adopt a customer-centric approach to support leasing staff, residents, and applicants.
  - **Features:** A more intuitive dashboard will track actionable next steps, utilizing automated alerts for appointments and follow-ups. This targeted automation frees staff to handle more complex interactions while ensuring no client request falls through the cracks.

### **Digital Transformation & Communication**

- **Website Rebuild:** In 2026, we will launch a comprehensive rebuild of our website.
  - **Objective:** To better enhance stakeholder interactions and improve communication. This aligns with the industry trend of using online portals to improve citizen support and service responsiveness.
  - **Request for Proposal will be posted early 2026**

### **Conclusion**

Our technology strategy is moving beyond simple maintenance. By centralizing data, securing our assets, and automating workflows, we are overcoming the challenges of limited resources to operate more efficiently. We look forward to a productive 2026.

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**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:** Resolution 2834: BHA 2025 Budget Amendment

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### **SUMMARY**

Each year, BHA approves a budget amendment to account for the unexpected revenues and expenditures that occur throughout the year. Resolution 2834 authorizes the attached budget variances to be included as an amendment to the previously approved FY 2025 Agency-Wide budget.

### **VARIANCES INCLUDED IN RESOLUTION 2834**

#### *Housing Choice Voucher Program*

For the Housing Choice Voucher program, the amendment increases total revenues by \$3,379,601 in HAP funding, which was due to higher than projected utilization as well as administrative fees earned. Administrative fee revenues are also increased by \$336,743. The amendment also increases Administration Salaries expenses by \$148,199 based on changes to our payroll allocations in 2025. Other increases to expenses include office rent in the amount of \$43,315 and software license fees by \$10,606. HAP expense is increased by \$3,350,000, based on higher utilization.

#### *Mainstream 5 Program*

For the Mainstream 5 program, the amendment decreases our administrative fees earned by \$41,093, as well as decreasing out port out payments by \$50,000.

#### *Emergency Housing Voucher Program*

For the Emergency Housing Voucher program, the budget amendment decreases housing assistance revenue by \$60,000. This is also due to lower than planned utilization and a resulting revenue decrease. We are also decreasing expenditures in the total amount of \$17,987. This is primarily due to overbudgeting for the use of service fees.

#### *Public Housing*

For the Public Housing program, we are increasing total expenditures by \$384,323 based on increased software fees, management fees, increases to utilities and maintenance expenses.

*Central Office Cost Center*

For the COCC, we are reducing revenues by \$144,534 based on miscellaneous revenue. We budgeted for funds from the Bellingham Local Fund to supplement the COCC that we did not use. We are also decreasing expenditures by \$47,847 based on lower than anticipated Maintenance salaries, benefits, and supplies.

*Bellingham Local Fund*

We are increasing expenditures by \$99,684 for increased costs to legal expenses, tenant service salaries, and unanticipated maintenance expenses for Oakland, as well as increased security expenses from the Unity street office.

**RESOLUTION 2834**

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 AGENCY-WIDE 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 City of Bellingham 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 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 1**  
**PRESENTED: Dec 16, 2025 BO/**  
**BELLINGHAM HOUSING AL**

<b>Fund:</b>	<b>Section 8</b>	
<b>Cost Center/Property:</b>	<b>HCV</b>	
<b>Account Description:</b>	<b>Section 8 HAP Earned</b>	
<b>Account Number:</b>	<b>3410-01-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>20,804,669.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>24,184,270.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>3,379,601.00</b>
<b>Description:</b>	<b>Higher than expected leasing and resulting funding, as well as receipt of set aside funds</b>	

<b>Fund:</b>	<b>Section 8</b>	
<b>Cost Center/Property:</b>	<b>HCV</b>	
<b>Account Description:</b>	<b>Section 8 Admin Earned</b>	
<b>Account Number:</b>	<b>3410-02-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>2,163,257.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>2,500,000.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>336,743.00</b>
<b>Description:</b>	<b>Higher than expected leasing and resulting funding</b>	

<b>Fund:</b>	<b>Section 8</b>	
<b>Cost Center/Property:</b>	<b>HCV</b>	
<b>Account Description:</b>	<b>Admin Salaries</b>	
<b>Account Number:</b>	<b>4110-00-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>670,801.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>820,000.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>149,199.00</b>
<b>Description:</b>	<b>Change to payroll allocations to allocate more to our S8 programs</b>	

<b>Fund:</b>	<b>Section 8</b>	
<b>Cost Center/Property:</b>	<b>HCV</b>	
<b>Account Description:</b>	<b>Office Rent</b>	
<b>Account Number:</b>	<b>4180-00-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>94,872.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>138,187.08</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>43,315.08</b>

<b>Description:</b>	<b>Change in allocation</b>	
<b>Fund:</b>	<b>Section 8</b>	
<b>Cost Center/Property:</b>	<b>HCV</b>	
<b>Account Description:</b>	<b>Software License Fees</b>	
<b>Account Number:</b>	<b>4190-09-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>76,394.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>87,000.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>10,606.00</b>
<b>Description:</b>	<b>Change in Yardi fees</b>	
<b>Fund:</b>	<b>Section 8</b>	
<b>Cost Center/Property:</b>	<b>HCV</b>	
<b>Account Description:</b>	<b>Housing assistance payments</b>	
<b>Account Number:</b>	<b>4715-00-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>18,784,828.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>22,134,828.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>3,350,000.00</b>
<b>Description:</b>	<b>Increased leasing</b>	
<b>Fund:</b>	<b>Mainstream 5</b>	
<b>Cost Center/Property:</b>	<b>Mainstream 5</b>	
<b>Account Description:</b>	<b>Section 8 Admin Earned</b>	
<b>Account Number:</b>	<b>3410-02-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>201,093.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>160,000.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>(41,093.00)</b>
<b>Description:</b>	<b>Less than projected UML utilization</b>	
<b>Fund:</b>	<b>Mainstream 5</b>	
<b>Cost Center/Property:</b>	<b>Mainstream 5</b>	
<b>Account Description:</b>	<b>Port Out Payments</b>	
<b>Account Number:</b>	<b>4715-02-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>129,714.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>79,714.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>(50,000.00)</b>
<b>Description:</b>	<b>Less than projected UML utilization</b>	
<b>Fund:</b>	<b>EHV</b>	
<b>Cost Center/Property:</b>	<b>EHV</b>	
<b>Account Description:</b>	<b>Housing assistance payments</b>	

<b>Account Number:</b>	<b>3210-01-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>764,853.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>709,853.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>(60,000.00)</b>
<b>Description:</b>	<b>Less than projected UML utilization</b>	

<b>Fund:</b>	<b>EHV</b>	
<b>Cost Center/Property:</b>	<b>EHV</b>	
<b>Account Description:</b>	<b>EHV Service Fees</b>	
<b>Account Number:</b>	<b>4230-04-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>19,492.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>1,505.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>(17,987.00)</b>
<b>Description:</b>	<b>Over budgeted service fees</b>	

<b>Fund:</b>	<b>BHA Conventional</b>	
<b>Cost Center/Property:</b>	<b>Amp 1</b>	
<b>Account Description:</b>	<b>Auditing Fees</b>	
<b>Account Number:</b>	<b>4171-00-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>-</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>20,000.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>20,000.00</b>
<b>Description:</b>	<b>Missed budget entry</b>	

<b>Fund:</b>	<b>BHA Conventional</b>	
<b>Cost Center/Property:</b>	<b>Amp 1</b>	
<b>Account Description:</b>	<b>Mgmt Fee Property</b>	
<b>Account Number:</b>	<b>4173-00-010</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>267,345.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>342,345.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>75,000.00</b>
<b>Description:</b>	<b>Rate increase</b>	

<b>Fund:</b>	<b>BHA Conventioanl</b>	
<b>Cost Center/Property:</b>	<b>Amp 1</b>	
<b>Account Description:</b>	<b>Software License Fees</b>	
<b>Account Number:</b>	<b>4190-09-000</b>	
<b>Current Budget Amount:</b>	<b>\$</b>	<b>6,085.00</b>
<b>Revised Budget Amount:</b>	<b>\$</b>	<b>55,000.00</b>
<b>Variance/Amendment Amount:</b>	<b>\$</b>	<b>48,915.00</b>
<b>Description:</b>	<b>Increased Yardi rates</b>	

<b>Fund:</b>	<b>BHA Conventional</b>	
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<b>Cost Center/Property:</b>	Amp 1	
<b>Account Description:</b>	Utilities	
<b>Account Number:</b>	4310/4230-02	
<b>Current Budget Amount:</b>	\$	434,126.00
<b>Revised Budget Amount:</b>	\$	515,000.00
<b>Variance/Amendment Amount:</b>	\$	80,874.00
<b>Description:</b>	Increased rates and consumption	

<b>Fund:</b>	BHA Conventional	
<b>Cost Center/Property:</b>	Amp 15	
<b>Account Description:</b>	Auditing Fees	
<b>Account Number:</b>	4171-00-000	
<b>Current Budget Amount:</b>	\$	-
<b>Revised Budget Amount:</b>	\$	7,000.00
<b>Variance/Amendment Amount:</b>	\$	7,000.00
<b>Description:</b>	Missed line item	

<b>Fund:</b>	BHA Conventional	
<b>Cost Center/Property:</b>	Amp 15	
<b>Account Description:</b>	Mgmt Fee Property	
<b>Account Number:</b>	4173-00-010	
<b>Current Budget Amount:</b>	\$	86,466.00
<b>Revised Budget Amount:</b>	\$	96,000.00
<b>Variance/Amendment Amount:</b>	\$	9,534.00
<b>Description:</b>	Missed line item	

<b>Fund:</b>	BHA Conventional	
<b>Cost Center/Property:</b>	Amp 15	
<b>Account Description:</b>	Supplies Maint. Repairs	
<b>Account Number:</b>	4420-07-000	
<b>Current Budget Amount:</b>	\$	20,000.00
<b>Revised Budget Amount:</b>	\$	57,000.00
<b>Variance/Amendment Amount:</b>	\$	37,000.00
<b>Description:</b>	Increase from prior years	

<b>Fund:</b>	BHA Conventional	
<b>Cost Center/Property:</b>	Amp 15	
<b>Account Description:</b>	Plumbing	
<b>Account Number:</b>	4420-08-000	
<b>Current Budget Amount:</b>	\$	10,000.00
<b>Revised Budget Amount:</b>	\$	25,000.00
<b>Variance/Amendment Amount:</b>	\$	15,000.00

**Description:** Increase from prior years  
**Fund:** BHA Conventional  
**Cost Center/Property:** Amp 15  
**Account Description:** FFS General Repair  
**Account Number:** 4430-00-021  
**Current Budget Amount:** \$ 45,000.00  
**Revised Budget Amount:** \$ 71,000.00  
**Variance/Amendment Amount:** \$ 26,000.00  
**Description:** Increase from prior years

**Fund:** BHA Conventional  
**Cost Center/Property:** Amp 15  
**Account Description:** Contract Building Repairs  
**Account Number:** 4430-03-000  
**Current Budget Amount:** \$ 20,000.00  
**Revised Budget Amount:** \$ 85,000.00  
**Variance/Amendment Amount:** \$ 65,000.00  
**Description:** Increase from prior years

**Fund:** Cocc  
**Cost Center/Property:** Cocc  
**Account Description:** Misc Other Income  
**Account Number:** 3650-00-000  
**Current Budget Amount:** \$ 169,534.00  
**Revised Budget Amount:** \$ 25,000.00  
**Variance/Amendment Amount:** \$ (144,534.00)  
**Description:** Budgeted income from the Local Fund that were not used.

**Fund:** Cocc  
**Cost Center/Property:** Cocc  
**Account Description:** Admin Salaries  
**Account Number:** 4110-00-000  
**Current Budget Amount:** \$ 872,545.00  
**Revised Budget Amount:** \$ 787,545.00  
**Variance/Amendment Amount:** \$ (85,000.00)  
**Description:** Adjusted Allocations

**Fund:** Cocc  
**Cost Center/Property:** Cocc  
**Account Description:** Temporary Admin Labor  
**Account Number:** 4190-17-000

<b>Current Budget Amount:</b>	\$	-
<b>Revised Budget Amount:</b>	\$	85,000.00
<b>Variance/Amendment Amount:</b>	\$	85,000.00

**Description:** Temporary Admin Labor not budgetd

<b>Fund:</b>	Cocc	
<b>Cost Center/Property:</b>	Cocc	
<b>Account Description:</b>	Maint. Salaries	
<b>Account Number:</b>	4410-00-000	
<b>Current Budget Amount:</b>	\$	549,353.00
<b>Revised Budget Amount:</b>	\$	509,353.00
<b>Variance/Amendment Amount:</b>	\$	(40,000.00)

**Description:** Reduced expenses due to allocation changes

<b>Fund:</b>	Cocc	
<b>Cost Center/Property:</b>	Cocc	
<b>Account Description:</b>	Supplies Maint. Repairs	
<b>Account Number:</b>	4420-07-000	
<b>Current Budget Amount:</b>	\$	8,847.00
<b>Revised Budget Amount:</b>	\$	1,000.00
<b>Variance/Amendment Amount:</b>	\$	(7,847.00)

**Description:** Actuals less than prior years

<b>Fund:</b>	Bellingham Local Fund	
<b>Cost Center/Property:</b>	BLF	
<b>Account Description:</b>	General Legal	
<b>Account Number:</b>	4130-04-000	
<b>Current Budget Amount:</b>	\$	2,000.00
<b>Revised Budget Amount:</b>	\$	12,000.00
<b>Variance/Amendment Amount:</b>	\$	10,000.00

**Description:** Increase from prior years

<b>Fund:</b>	Bellingham Local Fund	
<b>Cost Center/Property:</b>	Oakland	
<b>Account Description:</b>	Tenant Service Salaries	
<b>Account Number:</b>	4230-00-000	
<b>Current Budget Amount:</b>	\$	8,960.00
<b>Revised Budget Amount:</b>	\$	20,000.00
<b>Variance/Amendment Amount:</b>	\$	11,040.00

**Description:** Increase from prior years

**Fund:** Bellingham Local Fund  
**Cost Center/Property:** Oakland  
**Account Description:** Tools and Equipment  
**Account Number:** 4420-09-000  
**Current Budget Amount:** \$ 480.00  
**Revised Budget Amount:** \$ 35,000.00  
**Variance/Amendment Amount:** \$ 34,520.00  
**Description:** Increase from prior years

**Fund:** Bellingham Local Fund  
**Cost Center/Property:** Oakland  
**Account Description:** Contract Maint. Consultants  
**Account Number:** 4430-16-000  
**Current Budget Amount:** \$ 29,019.00  
**Revised Budget Amount:** \$ 42,000.00  
**Variance/Amendment Amount:** \$ 12,981.00  
**Description:** Increase from prior years

**Fund:** Bellingham Local Fund  
**Cost Center/Property:** BLF  
**Account Description:** Security/Law Enforcement  
**Account Number:** 4580-00-000  
**Current Budget Amount:** \$ 38,857.00  
**Revised Budget Amount:** \$ 70,000.00  
**Variance/Amendment Amount:** \$ 31,143.00  
**Description:** Increased expenses in Unity  
Monitoring



**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:** Resolution 2835: Authorizing Section 125 Flexible Benefits Plan Advance Funding for Plan Year Claims (January 1, 2026, to December 31, 2026)

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### **SUMMARY**

BHA offers employees the benefit of a Section 125 Flexible Spending Account (FSA) for eligible medical expenses. Each year, employees participating in the plan pay into the plan through payroll deductions. Because medical costs may often be incurred before the plan can be fully funded, BHA regularly pre-funds the pledged amounts for the year, places funds in a separate checking account, and draws down funds as costs are incurred. The FSA pre-tax limit for the year is \$3,400. In 2026, BHA has 13 employees participating in the plan.

Resolution 2835 authorizes BHA to pre-fund FSA benefits in the amount of \$27,464. Staff recommends approval.

**RESOLUTION 2835**

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

**AUTHORIZE SECTION 125 FLEXIBLE BENEFITS PLAN ADVANCE FUNDING FOR PLAN YEAR CLAIMS (JANUARY 1, 2026, TO DECEMBER 31, 2026)**

**WHEREAS**, Housing Authority of the City of Bellingham (BHA) offers employees the benefit of a Section 125 Flexible Spending Account (FSA) for eligible medical expenses; and

**WHEREAS**, employees that elect to participate in an FSA fund the account through pre-tax payroll deductions; and

**WHEREAS**, employees commonly incur eligible medical expenses before their FSA can be adequately funded through payroll deductions. Advance funding of employee FSA’s by BHA enables employees to maximize the utility of this benefit, while employee payroll deductions safeguard BHA’s general fund accounts; and

**WHEREAS**, the employer will allow participants to carry over a maximum of \$500 to the next calendar year, as permitted by the IRS;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Bellingham that the advance funding of the employee pledge amounts for the FY 2026 Section 125 Flexible Spending Accounts benefit in the amount of \$27,464 is hereby approved.

**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  
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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:** December 16, 2025

**SUBJECT:** Resolution 2836: Authorize the Award of a Contract to Modernize Boiler Plants at Chuckanut Square, Lincoln Square, & Washington Square

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### **SUMMARY**

All three high-rise buildings use boiler systems for hydronic heat and domestic hot water. Components of the current systems are nearing the end of their useful life contributing to ongoing maintenance challenges that also pose risks to temperature control and access to hot water.

On August 27, 2025, the Authority published an Invitation to Bid seeking proposals to provide all materials, labor, equipment, and other services necessary to remove existing hydronic heat and domestic water systems; install new equipment and components including related piping, controls, and accessories; perform testing, adjusting, and balancing of newly installed systems to ensure proper operation; and provide on-site training for maintenance personnel. The solicitation for bids closed on November 21, 2025, and Harris Pacific Northwest, LLC was identified as the presumptive low bidder.

Through Resolution 2836, we are requesting Commissioner approval to proceed with awarding a contract to Harris Pacific Northwest, LLC in the base bid amount of one million seven hundred eighty-five thousand four hundred fifty-five dollars and forty-six cents (\$1,785,455.46). Furthermore, we are asking the Board to authorize the Executive Director and/or the Director of Asset Development to negotiate and approve any change orders that are deemed to be necessary.

### **BACKGROUND**

The heat and domestic hot water boiler systems at Lincoln Square and Washington Square were last replaced in 2012, along with the hydronic heating system for Chuckanut Square. The expected useful life for components within these systems generally ranges from 15-25 years, depending on the component. When systems were replaced in 2012, we used funding awarded through the American Recovery and Reinvestment Act's (ARRA) Green Communities Fund, which required retrofitting be tied to improvements in energy efficiency. We are fully supportive of the intent behind this program, but one of the challenges with the systems that were installed in 2012 is their highly specialized nature. Essentially, when a component with a shorter life expectancy fails, it is difficult to find a replacement that is compatible with remaining niche equipment.

A preliminary cost estimate was completed by RC Cost Group before the full extent of vent pipe and plumbing replacements were defined for this project, and it was determined expenses would be approximately \$1,112,076. The Authority received three (3) bona fide bids for this project and one (1) additional that was deemed non-responsive based on method of delivery. Base bid amounts ranged from \$1,785,455 to \$2,237,983.

**RESOLUTION 2836**

**The following resolution was brought before the Board of Commissioners of the Housing Authority of the City of Bellingham (“BHA”) for consideration:**

**AUTHORIZE THE AWARD OF A CONTRACT  
TO MODERNIZE BOILER PLANTS AT  
CHUCKANUT SQUARE, LINCOLN SQUARE, & WASHINGTON SQUARE**

**WHEREAS** the hydronic heat boiler systems at all three high-rise properties are nearing the end of their useful life and replacement parts are becoming increasingly difficult to locate, thereby contributing to ongoing maintenance challenges and threats to adequate temperature control;

**WHEREAS** the centralized domestic hot water heaters at Lincoln Square and Washington Square are also nearing the end of their useful life and present ongoing maintenance challenges and risks to hot water access;

**WHEREAS** the development and operations team began working with SMR Architects and Coffman Engineers in February 2025 to establish technical specifications and plans for modernizing these critical systems;

**WHEREAS** a preliminary cost estimate was completed by RC Cost Group before the full extent of vent pipe and plumbing replacements were defined, and determined that project expenses would be approximately \$1,112,076;

**WHEREAS** on August 27, 2025, the Authority published an Invitation to Bid seeking proposals to provide all materials, labor, equipment, and other services necessary to: remove existing hydronic heat and domestic water systems; install new equipment and components including related piping, controls, and accessories; perform testing, adjusting, and balancing of newly installed systems to ensure proper operation; and provide on-site training for maintenance personnel;

**WHEREAS** the Authority received three (3) bona fide bids for this project;

**WHEREAS** the lowest, responsible bidder was Harris Pacific Northwest LLC with a bid of one million seven hundred eighty-five thousand four hundred fifty-five dollars and forty-six cents (\$1,785,455.46);

**WHEREAS** the Authority has sufficient funding available for this work through the HUD Public Housing Capital Fund Grant Program; and

**WHEREAS** in accordance with the Authority's Procurement Policies contracts for more than two hundred fifty thousand dollars (\$250,000) require approval by the Board of Commissioners.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Bellingham that the Executive Director and/or the Director of Asset Development are authorized to enter into a contract for one million seven hundred eighty-five thousand four hundred fifty-five dollars and forty-six cents (\$1,785,455.46) with Harris Pacific Northwest LLC; and

**BE IT FURTHER RESOLVED** the Executive Director and/or the Director of Asset Development are authorized to negotiate and approve any change orders to said contract that are deemed necessary, cost effective, and beneficial to the Authority.

**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

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>

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Chair

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

**BELLINGHAM HOUSING AUTHORITY**  
**Board of Commissioners Regular Meeting**  
**November 18, 2025**

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, November 18, 2025 in a hybrid format. The meeting was called to order at 1:12 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 Terry Bornemann  
Commissioner Dave Finet *\*present 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  
Tony Casale, Director of Development  
Kate Donnelly, Chief Operating Officer  
Steve Grichel, Housing Programs Manager  
Jana Robbins, Finance Director

**Guest Presenters:** Neil McCarthy, RMC Architects  
Robert Wright, RMC Architects  
Myriah Train, Indigo Real Estate

**PUBLIC COMMENT AND RESIDENT INPUT**

Paul Moore, Washington Square Resident – Washington Square residents will hold their annual Thanksgiving potluck dinner. Speakers from WECU will talk to residents about protecting themselves from scams. Thank you for bringing back the in-person option for Public Comment.

**A. Guest Presentation**

1. RMC Architects – Unity Street Project: Presentation

*Summary Attached to the Agenda*

Neil McCarthy and Robert Wright of RMC Architects provided an overview of the plan to convert the vacant commercial buildings at 202 and 208 Unity Street into 64 affordable apartments serving households at 30% – 60% of the Area Median Income.

Key discussion points included:

- Elevator capacity: Commissioner Gockley inquired as to if one elevator is sufficient. RMC explained that the industry standard is one elevator per 80 units, and the project includes 64 units.
- Community space: Commissioner Gockley inquired as to why no indoor community room was included. BHA responded that the design prioritizes maximizing residential units, which required tradeoffs in common-area spaces.

- Traffic impact: Commissioner Gockley inquired about plans for addressing potential traffic issues. RMC noted that the Public Works reviewed the vehicle load and found it acceptable. The project will also include indoor bike storage and is located near WTA transit service.

**B. DISCUSSION / ACTION ITEMS**

**1. Resolution 2831: Approve Fiscal Year 2026 BHA Budget**

Director of Finance Jana Robbins provided an overview of resolution 2831.

Approve Resolution 2831

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

**2. Resolution 2832: Approve 2026 BHA Maintenance Schedule of Charges**

Chief Operating Officer Kate Donnelly provided an overview of resolution 2832.

Approve Resolution 2832

Commissioner Finet moved to approve the motion

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

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

**3. Resolution 2833: Review and Approve Public Comment Policy**

Executive Director Andrew Calkins provided an overview of resolution 2833.

Approve Resolution 2833

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

**C. REPORTS**

1. Executive Director Report: Attached to the Agenda
  - Executive Director Andrew Calkins provided the Executive Director Report.
2. BHA Q3 Finance Report: Attached to the Agenda
  - Jana Robbins, Director of Finance, provided the Bellingham Housing Authorities Quarter 3 finance report for the Bellingham Housing Authority.
3. Low Income Housing Tax Credit Portfolio Report: Attached to the Agenda
  - Myrriah Train, Indigo Real Estate provided an update on the Low-Income Housing Tax Credit Portfolio

**CONSENT ITEMS**

Commissioner Bornemann 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 BHA Board meeting.

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

**AYES:** Commissioner Terry Bornemann  
Commissioner Stephen Gockley  
Commissioner Alana Pattermann

**NAYES:** None

**D. COMMISSIONER UPDATES**

None.

**E. ADJOURNMENT**

The public meeting was adjourned at 2:49PM

Respectfully Submitted,

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

**ATTEST:**

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

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

<b><u>Date and Time</u></b>	<b><u>Locations</u></b>
Tuesday, January 21, 2025 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

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

<b><u>Date and Time</u></b>	<b><u>Locations</u></b>
Tuesday, January 20, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
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Tuesday, June 16, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
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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:**

**Public Comment May be submitted in person, virtually, or in writing.**

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



# 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@bellingshamhousing.org](mailto:publiccomment@bellingshamhousing.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.

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

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

New and changed items are in blue