



Housing Authority of the City of Bellingham

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

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

Time: 1:03pm

AGENDA

- A. ROLL CALL/QUORUM
- B. PUBLIC COMMENT AND RESIDENT INPUT
Public comments are only accepted in writing and must be submitted no later than 5pm on the day prior to the meeting.
- C. REPORTS
 - 1. Executive Director Report (Andrew Calkins, 20 minutes)
 - a. Strategic Initiatives
 - 2. LIHTC Portfolio (Myrriah Train, 20 minutes)
- D. ACTION
 - 1. Approve Section 8 Management Assessment Program (SEMAP) Certification (Steve Grichel, 10 minutes)
Approve Resolution 2819
- E. CONSENT ITEMS
 - 1. Motion: Approve Cash Disbursements/Vouchers for the month of January 2025
 - 2. Motion: Approve Minutes for the month of January 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, February 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@bellinghamhousing.org and must be submitted no later than 5pm on the day prior to the meeting.*

Meeting Information

Webinar ID: 868 2734 6793

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



Bellingham & Whatcom County Housing Authorities

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

Staffing Update

Emerson Vizcarra has been promoted to the position of Maintenance Tech I. Emerson started out on the Grounds team at BWCHA in 2021 and prior to that, was a Supervisor for Bio Management Northwest, Inc. Given that this is an internal promotion, we will be recruiting for a Grounds Tech I to backfill the position.

Federal Funding Issues

Regarding FY 2025 federal funding, HUD programs continue to operate on a continuing resolution that expires on March 14th, 2025. The path forward is very uncertain given the desire of House and Senate leadership to move forward on a bill relating to border funding, energy, and taxes, which is likely to have significant fiscal impacts.

On January 27, the Federal Office of Management and Budget (OMB) published a memorandum titled "Temporary Pause of Agency Grant, Loan, and Other Financial Assistance Programs." The memorandum asked all Federal agencies review all Federal financial assistance to ensure funding is consistent with the Administration's policies and requirements. Until the memo was rescinded two days later on January 29, there was considerable confusion about whether programs such as Public Housing and Housing Choice Vouchers would be impacted. While BWCHA staff were not able to temporarily draw down resources for the Public Housing program, the pause did not impact the agency's programs.

Audits & Monitoring Reviews

I am pleased to report that the State Auditor's Office recently completed an Accountability Audit for the agency that did not result in any findings. We will share the full audit report with the Board of Commissioners once available. HUD has also recently initiated a Financial Management Review (FMR) of BWCHA's Public Housing program. Credit goes to Jana Robbins and her team for continuing to execute this detailed work and manage ongoing reviews.

Mainstream Voucher Allocation

When HUD's Mainstream Voucher began, Spokane Housing Authority applied for Mainstream vouchers in collaboration with other PHAs across the state. At that time, BWCHA did not have its own Mainstream voucher program. We are currently working with HUD and SHA to transfer eight project-based Mainstream vouchers located in Bellingham to BWCHA for administration. A resolution necessary to move this forward will come before the Board in March.



Unity Street Application Submitted to City

Working with Beacon Development and RMC Architects, in early February BWCHA's Development team submitted an application for funding to support the redevelopment of the agency's old offices on Unity Street into 63 units of affordable housing. We hope to hear back from the City over the next couple of months.

Community Connections

Kate Donnelly, Irma Kohlman, and myself recently met with the leadership of the Northwest Regional Council, which focuses on delivering coordinated support for seniors, people with disabilities, and people with complex medical conditions. The conversation centered on the intersection between BWCHA's and NWRC's programming, and partnership opportunities that can support housing stability. I also recently met with Lara Welker of Aging Well Whatcom (who presented to the board in June) to follow-up on conversations about support for seniors in our community.

I also recently met with Bellingham Technical College to discuss BWCHA's available suite of housing resources; a representative of the Center for Public Enterprise to discuss the viability of developing publicly owned, mixed-income, affordable housing without using the Low-Income Housing Tax Credit Program; and have begun working with Whatcom County on updating their 5-Year Homeless Housing Plan.

Attachments

- 1) BWCHA Strategic Initiatives for 2025
- 2) News Article: "Which affordable housing projects are underway in Whatcom County?"
Cascadia Daily. January 29, 2025.

BWCHA 2025 Strategic Initiatives

Summary

In late 2024, the BWCHA leadership began to develop a set of strategic initiatives and focus areas for 2025. These include core improvement efforts that strengthen the agency, assess or adjust operations to prepare for the future, or are projects which are at a critical juncture. These strategic initiatives are not intended to include every important work plan item or every strategic planning area. There are many projects and work plans happening around the agency that are not included.

Key themes for BWCHA in 2025 include: **(a)** elevating program monitoring and analysis to inform decision making; **(b)** improving communication of key information externally and internally; **(c)** maintaining long-term fiscal soundness; and **(d)** leveraging existing technology opportunities to support operations.

Strategic Initiatives

Housing Programs & Maintenance

- **Advance Compliance and Reporting Capabilities:** In 2025, the Housing Programs, Maintenance, and IT teams will undertake multiple efforts to advance the agency's use of program data to inform decision making. This will involve the implementation of new technology resources, including a new Yardi module, Asset IQ, that will provide dashboard level insight into program performance and cost trends. BWCHA will also work to build capacity for existing staff to take on more regular reporting responsibilities. Key areas include establishing program metrics for regular monitoring, instituting quality control processes, and building out additional reporting tools. (Housing Programs, Maintenance, IT)
- **Assess Project-Based Voucher (PBV) Program:** BHA administers 2,001 vouchers, 394 of which are project-based, meaning they are committed to a non-profit or BWCHA-owned property for 10 to 15 years. As PBVs are a valuable but limited resource, staff are currently working to complete a PBV contract assessment to inform long-range planning, future placements, and effective utilization. (Housing Programs)
- **Identify & Address Health Needs:** In 2024, 73% of households served through BWCHA's federal housing programs (Public Housing & Housing Choice Vouchers) included an older adult or person living with a disability. Recognizing the relationship between health and housing, we will be working to assess needs and identify opportunities to support health and housing stability outcomes for people living at BWCHA's public housing sites. This work will include collaboration with external partners and identification of potential funding resources. (Executive, Housing Programs)
- **Expand Role in Decontamination:** Contamination of BWCHA units from methamphetamine use by tenants has been an ongoing challenge. Contracting for testing and remediation can carry significant costs, upwards of \$20,000 for a single unit. With an aim to reduce costs and streamline unit turns, the agency will be further assessing how the maintenance team supports this work, and whether the role can be expanded beyond BWCHA's public housing portfolio. (Maintenance)

Agency Infrastructure (Finance, Human Resources, & Information Technology)

- **Streamline Financial Reporting Functions:** The Finance team will be implementing new monthly processes to streamline workflows, provide timely information to department leadership, and inform 2026 budget development. This work will support all departments, allowing leadership to make use of timely reports to manage program performance while planning for long-term fiscal soundness. (Finance)
- **Enhance Communications to the Public:** In 2025, communications efforts will largely focus on external audiences and residents. Highlights planned for 2025 include a new annual report or newsletter, regularly elevating success stories on our website and social media (LinkedIn), and administration of a participant survey centered on the resident experience working with BWCHA that will inform future participant communications. (Executive Services, Housing Programs)
- **Advancing Equitable Practices:** In 2025, BWCHA will begin intentional conversations about maintaining and advancing practices that ensure access, fairness, and opportunity for applicants, program participants, and employees. This work will include consideration of processes that incorporate feedback from participants, community organizations, and the broader community. (Executive, Executive Services)
- **Implement New Recruiting Platform:** To enhance the recruiting experience for prospective employment applicants, BWCHA plans to transition to a new platform for talent management – Paylocity, which the agency already uses for performance management and payroll. This shift will allow us to streamline elements of the recruiting cycle, broaden our reach, and enhance the candidate's experience using a modern platform. (Executive Services)

Development

- **Assemble Funding for Sumas Square Rehabilitation & Unity Street Redevelopment:** The 11-unit Sumas Square Apartments has been vacant since it was impacted by flooding in November 2021. The Development team is currently working with the Department of Commerce and Whatcom County to secure full funding for the elevation and rehabilitation of the site by the end of 2025. In 2025, BWCHA also plans to begin securing funding for the redevelopment of the agency's old office space on Unity Street into 63 units of affordable housing. (Development, Executive)
- **Public Housing Capital Fund Planning:** In 2024, BWCHA's Development team worked with SMR architects to complete capital needs assessments for the three senior & disabled high rise properties, and an assessment of landscaping and recreational equipment at public housing properties outside Bellingham. These assessments provide an opportunity for agency leadership to undertake strategic planning for long-term portfolio investments, identify funding needs, and designate multi-year projects. The Development team will also be working with IT and Finance to implement the job cost module in Yardi for CFP expenditures. (Development, Housing Programs, Maintenance)

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HOUSING

Which affordable housing projects are underway in Whatcom County?

15 projects are ongoing, nonprofits are heavily involved

Jan. 29, 2025 9:00 p.m. Updated Jan. 30, 2025 11:28 a.m.



The Telegraph Townhomes project by KulshanCLT and Habitat for Humanity. In total, the project will provide affordable home ownership opportunities for 50-80 families. *(Photo courtesy of Kulshan Community Land Trust)*

By CHARLOTTE ALDEN

General Assignment/Enterprise Reporter

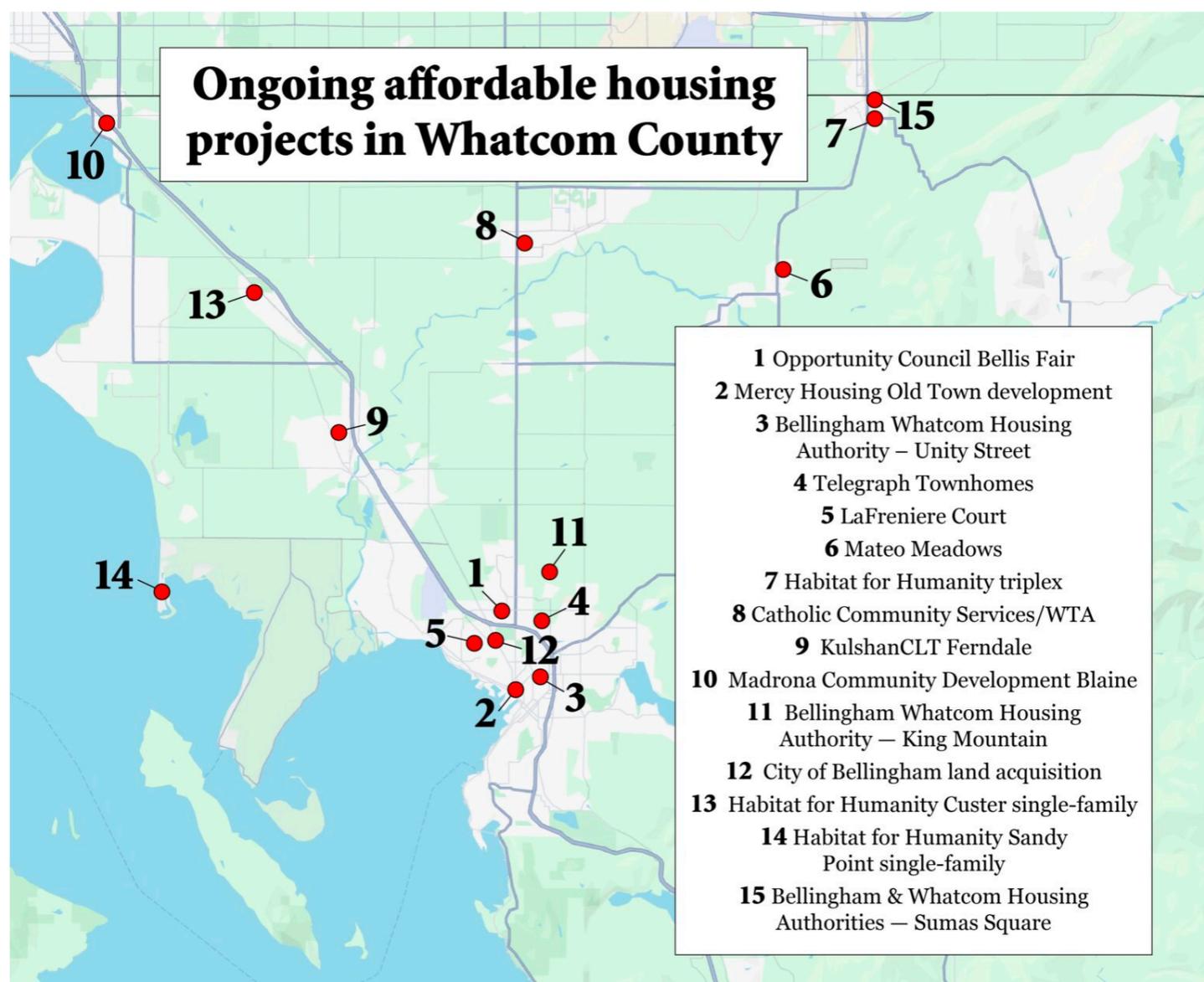
More affordable housing projects are set to break ground or be completed in 2025 in Whatcom County. Last year, several were finished, creating hundreds of new units.

As Bellingham works to **incentivize construction of new units** to meet growth needs and address a shortage in housing stock, nonprofits continue to take on affordable housing projects, even with scant funding available.

Samya Lutz, housing services program manager at the City of Bellingham, said that previously, affordable housing developers were strained by land availability, capacity and service providers. But now, the main barrier is access to funding.

“Not just our dollars locally, but State Department of Commerce dollars and federal Low-Income Housing Tax Credit dollars,” Lutz said in a statement to Cascadia Daily News. “These state and federal dollars available for development have stayed mostly flat over the past five years, while development costs have nearly doubled.”

Despite those challenges, a number of projects expect to break ground, or be completed, in 2025 or 2026. Here’s a list.



(Jaya Flanary/Cascadia Daily News)

Upcoming developments

The Opportunity Council’s **Bellis Fair project, phase one**, a partnership with the City of Bellingham, has started construction and is expected to be complete by late spring of 2026, Communications Coordinator Emily Martens said. The first phase of the project will provide 65 units for families and children at or below 60% of adjusted median income, with 20% of the units reserved for families exiting homelessness, and another 20% reserved for families with a disabled family member.

Phase two of the project — providing 64 units for seniors — will begin construction in 2026 and be completed by spring of 2027.



A rendering of the first phase of the planned Bellis Fair development, which will include affordable housing and a child care center. *(Photo courtesy of Opportunity Council)*

Kulshan Community Land Trust's project with Habitat for Humanity on Telegraph Road, the **Telegraph Townhomes Project**, will eventually provide more than 60 units of affordable homes for purchase through either organization's new-home programs. Sixteen homes have been constructed already, with another eight expected to be constructed by September 2026, said Molly McKinney-Holcomb, the grants and communications coordinator. The second phase will likely include an additional 40 homes.

Another project by KulshanCLT in Bellingham at 2912 Birchwood Road, called **LaFreniere Court**, will provide 18 affordable homeownership opportunities by spring 2026. KulshanCLT will begin construction on March 6.



A rendering of KulshanCLT's Birchwood project, LaFreniere Court, by Dan Welch of Bundle Design. *(Photo courtesy of Kulshan Community Land Trust)*

Habitat for Humanity has projects happening all over the county in the next several years. **Mateo Meadows** in Everson will provide 30 townhomes: the first four will be complete this fall, with move-in before the year ends, said Marcelo Pratesi, development director for Habitat of Humanity Whatcom.

Habitat is also undertaking some smaller-scale projects scattered across the county. In **Sumas**, they're hoping to break ground this year on a triplex, but are working through the conditional use permit process, Pratesi said.

In **Custer**, Habitat is working on a two-bedroom, single-family home, expected to start this spring and finish by the fall. In **Sandy Point**, another single-family home should be completed by 2026.

Longer-term developments

Work is in progress on several projects that may not break ground for a year — or five.

Mercy Housing NW is working on a 70-unit senior housing development at **900 W. Holly St.** in Old Town Bellingham, which will serve seniors earning between 30% to 60% of area median income.

Depending on funding, construction could start in late 2026 or early 2027, Senior Vice President of Marketing & Communications Kate Peterson said in an email.

Bellingham & Whatcom Housing Authority is working on a 60- to 70-unit project at **202 Unity St.** in downtown Bellingham. The project will aim to serve people who make between 30% and 60% of area median income. CEO Andrew Calkins said they aim to begin construction in late 2026, with occupancy by early 2028.

The housing authority is also eyeing a site in the **King Mountain neighborhood**. The vision, Calkins told Bellingham City Council in October 2024, is a mixed-income project with about 110 rentals, with construction to tentatively begin in 2030. Calkins said the authority is working to acquire the site in mid-February.

In Sumas, the housing authority hopes to secure funding to rehabilitate **Sumas Square Apartments**, where 11 units of senior housing haven't been operational since the 2021 floods, Calkins said.

KulshanCLT has a project in **Ferndale on Thornton Road**, intended to provide 55 homes on site, with phased construction to begin in fall 2026. McKinney-Holcomb said they expect construction to be complete by 2028.

Even further out, Catholic and Community Services is working with the Whatcom Transportation Authority to build 60 units, up to 75% reserved for farmworkers, at **1945 Front St.** in Lynden. The project will focus on three-bedroom units, and 30% to 50% area median income, Jeanne Le Duc, director of real estate, told Bellingham City Council. Le Duc said the nonprofit will likely complete the project in two phases.



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bconstructive
Colliver Construction Management
Madrona Community Development spc
Paul Schissler Associates, Incorporated

Potential rendering of the Blaine affordable housing project. This is subject to change, Schissler said. *(Photo courtesy*

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ENVIRONMENT

Construction, demolition debris recycling center planned for Bellingham

Lautenbach Recycling facility will be located in Irongate industrial neighborhood

Updated Feb. 10, 2025 12:12 p.m.

BHA LIHTC 2024 QTR 4 Financial Data

	Reserve Balances		Asset Performance - Total Revenue vs Budgeted Revenue -4th Quarter				Percent Revenue Variance	# of Units	Expense Cost Per Unit - Total Costs / Total Units	2024 Annual Budgeted Revenue
	Replacement	Operating	Actual	Balance	Payment Plan	Budget				
Northwest Corner	\$1,588,087	\$0	\$1,787,784.42	\$469,052	5	\$1,691,799	6%	469	\$ 3,811.91	\$6,657,643
Bakerview Redevelopment	\$231,531	\$100,000	\$376,578.90	\$120,816	4	\$323,639	16%	96	\$ 3,922.70	\$1,249,475
Laube Hotel	\$214,449	\$0	\$74,040.00	\$10,880	0	\$72,358	2%	23	\$ 3,219.13	\$268,355
Laurel Village	\$29,092	\$55,243	\$206,519.25	\$37,481	0	\$162,838	27%	51	\$ 4,049.40	\$627,768
Meadow Wood Townhomes	\$186,414	\$71,192	\$207,248.00	\$49,040	0	\$173,105	20%	51	\$ 4,063.69	\$682,147
Meadow Wood 2	\$23,597	\$63,398	\$90,910.93	\$5,956	0	\$81,316	12%	25	\$ 3,636.44	\$319,322
Oakland Building	\$67,178	\$59,630	\$34,811.76	\$49,818	0	\$35,777	-3%	25	\$ 1,392.47	\$140,780
Orleans Place	\$277,008	\$0	\$129,670.79	\$53,322	0	\$86,913	49%	24	\$ 5,402.95	\$382,587
River House	\$260,025	\$0	\$157,600.03	\$6,637	2	\$129,905	21%	50	\$ 3,152.00	\$494,619
Samish Commons A	\$92,754	\$179,596	\$220,240.26	\$88,428	0	\$198,027	11%	69	\$ 3,191.89	\$774,608
Samish Commons B	\$1,766	\$0	\$185,072.22	\$106,209	0	\$215,175	-14%	53	\$ 3,491.93	\$824,356
Samish Commons C	\$25,500	\$0	\$152,592.00	\$83,298	0	\$139,835	9%	49	\$ 3,114.12	\$558,487
Walton Place	\$150,414	\$200,264	\$223,427.00	\$17,834	0	\$142,876	56%	51	\$ 4,380.92	\$571,279
Walton Place 2	\$209,967	\$170,620	\$131,995.72	\$55,234	0	\$127,968	3%	40	\$ 3,299.89	\$503,729
Willow Creek	\$20,480	\$20,480	\$41,200.00	\$37,657	0	\$38,140	8%	16	\$ 2,575.00	\$150,934
		Totals:	\$4,019,691.28	\$1,191,664	11	\$3,619,672	11%			

**BHA LIHTC 2024 QTR 4
Audits / Reviews / Inspections**

Property Reviewed	Date	Auditor/Reviewer	Type of Review	Status / Score / Comment
Deer Run Terrace				
Harborview	12/12/2024	COB Nspire Inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All unit repairs are complete. Submitted 2/12/25- less 1 item weather-dependent fix. Step/stair).
Orleans Place				
Laube Hotel				
Laurel Village				
Meadow Wood I				
Meadow Wood II				
Riverhouse				
Samish Commons				
Samish Senior				
Samish Family				
Walton Place I				
Walton Place II				
Pacific Rim				
Fernview				
Willow Creek				
Seabreeze				
Creekside Meadows				
Oakland				
Cascade Meadows				
Bridge Creek				
Heather Commons I				
Heather Commons II				
Prince Court				

LIHTC Portfolio
4th Quarter 2024 Report - Occupancy

LIHTC Portfolio 4th Quarter 2024 Report - Occupancy							
Property	Total Apts.	Average Physical Occupancy	Average Percent Occupied	October	Novemeber	December	
Bridge Creek	31	30	97%	30	30	30	
Cascade Meadows	216	209	97%	211	210	207	
Creekside	20	20	100%	20	20	20	
Deer Run Terrace	42	42	99%	41	42	42	
Fernview	30	29	97%	29	29	29	
Harborview	18	17	94%	17	17	17	
Heather Commons I	24	23	96%	22	23	24	
Heather Commons II	14	12	86%	12	12	12	
Laube Hotel	20	17	83%	16	17	17	
Laurel Village	51	49	97%	50	49	49	
Meadow Wood	51	47	93%	48	47	47	
Meadow Wood 2	25	23	92%	23	23	23	
Oakland Building	20	17	83%	18	16	16	
Orleans Place	24	21	88%	21	21	21	
Pacific Rim	132	126	95%	124	126	127	
Prince Court	25	25	100%	25	25	25	
River House	50	48	97%	48	49	48	
Seabreeze	11	11	100%	11	11	11	
Samish Commons A	69	64	93%	62	65	65	
Samish Commons B	53	51	96%	51	51	51	
Samish Commons C	49	46	95%	46	46	47	
Walton Place	51	49	96%	49	49	49	
Walton Place Two	40	36	91%	37	36	36	
Willow Creek	16	14	88%	14	14	14	
Total	1082	1027	95%				

OCTOBER 2024 THROUGH DECEMBER 2024

Turnover Stats

LIHTC Portfolio 4th Quarter Report 2024

Property	Total Apts	Total Number of Unit Turns	% of Units Turned	Average Days to turn Apt.	Average Days Vacant	Comment
Bridge Creek	31	0	0%	0	0	
Cascade Meadows	216	11	5%	31	34	
Creekside	20	0	0%	0	0	
Deer Run Terrace	42	0	0%	0	0	
Fernview	30	0	0%	0	0	
Harborview	18	1	6%	32	82	
Heather Commons I	24	0	0%	0	0	
Heather Commons II	14	2	14%	36	82	
Laube Hotel	20	1	5%	28	204	1 long standing vacant skewing the average #309.
Laurel Village	51	3	6%	42	68	
Meadow Wood 1	51	3	6%	35	62	919-201 meth 6-30-24, completed in December 2024.
Meadow Wood 2	25	0	0%	45	153	3 applicants for this unit, Q3 hold over. No new turns.
Oakland Building	20	4	20%	31	93	204 meth 5-29-24, completed in December 2024.
Orleans Place	24	2	8%	47	60	Hoarding trash out, lots of mildew, drywall replacement.
Pacific Rim	132	6	5%	52	69	
Prince Court	25	0	0%	0	0	
River House	50	0	0%	0	0	
Samish Commons A	69	0	0%	0	153	No new turns. Q3 hold over 2 meth units. #314 & 407.
Samish Commons B	53	1	2%	31	35	507 meth 7-31-31 Q3 hold over, completed in December 2024. 401 took normal turn time.
Samish Commons C	49	2	4%	34	48	
Seabreeze	11	0	0%	0	0	
Walton Place	51	0	0%	0	0	
Walton Place Two	40	1	3%	28	32	
Willow Creek	16	0	0%	2	0	
	1082	37				

LIHTC Portfolio
Work Order Statistics - 4th QTR 2024

Property	Total Apts	Work Orders at End of 3rd QTR 2024	New Work Orders 4th QTR 2024	Work Orders Closed During 4th QTR 2024	Pending Work Orders as of 12/31/2024	New Work Order v. Unit Ratio	% New Work Orders in Relationship to Portfolio
Bridge Creek	31	48	42	21	44	135%	5%
Cascade Meadows	216	115	106	42	114	49%	12%
Creekside	20	3	4	3	3	20%	0%
Deer Run Terrace	42	15	12	20	15	29%	1%
Fernview	30	32	29	15	32	97%	3%
Harborview	18	9	9	15	9	50%	1%
Heather Commons I	24	8	7	2	8	29%	1%
Heather Commons II	14	10	5	0	10	36%	1%
Laube Hotel	20	1	1	3	1	5%	0%
Laurel Village	51	66	69	9	65	135%	8%
Meadow Wood 1	51	33	32	6	33	63%	4%
Meadow Wood 2	25	22	9	1	22	36%	1%
Oakland Building	20	1	2	7	1	10%	0%
Orleans Place	24	18	18	12	18	75%	2%
Pacific Rim	132	46	47	19	46	36%	5%
Prince Court	25	8	4	3	8	16%	0%
River House	50	8	8	11	8	16%	1%
Samish Commons a	69	18	14	1	18	20%	2%
samish commons b	53	2	2	1	2	4%	0%
samish commons c	49	17	17	2	17	35%	0%
Seabreeze	11	1	1	2	1	9%	0%
Walton Place	51	26	78	18	26	153%	9%
Walton Place Two	40	5	8	6	5	20%	1%
Willow Creek	16	19	6	1	19	38%	1%

1082 531 530 220 525

Special Projects:	

LIHTC Portfolio
4th Quarter Report 2024

Capital Improvements

LIHTC Portfolio 4th Quarter Report 2024

Property	Cap X Projects Completed	Cost	Budget	Variance	Comment
Bridge Creek				\$0.00	
Cascade Meadows				\$0.00	
Creekside				\$0.00	
Deer Run Terrace				\$0.00	
Fernview	Gutter Cleaning & HVAC vent cleaning	\$2,257.00	\$9,375.00	\$7,118.00	Annual Service- \$791 gutters + \$1466 HVAC= \$2257
Harborview				\$0.00	
Heather Commons I				\$0.00	
Heather Commons II				\$0.00	
Laube Hotel				\$0.00	
Laurel Village				\$0.00	
Meadow Wood	Gutter Cleaning	\$1,810.00	\$26,020.00	\$24,210.00	Annual Service (20K in budget was also for purchase of new AC unit for clubhouse. Not purchased.)
Meadow Wood 2	Gutter Cleaning	\$887.00	\$3,300.00	\$2,413.00	Annual Service
Oakland Building				\$0.00	
Orleans Place	Gutter and siding wash	\$3,094.00	\$7,000.00	\$3,906.00	Annual service- \$1547 + \$1547=\$3094
Pacific Rim	Gutter Cleaning	\$3,509.00	\$20,000.00	\$16,491.00	Annual Service
Prince Court				\$0.00	
River House	Gutter Cleaning	\$3,950.00	\$18,000.00	\$14,050.00	Annual Service-
Samish Commons				\$0.00	
Seabreeze	Gutter Cleaning	\$271.00	\$2,000.00	\$1,729.00	Annual Service
Walton Place				\$0.00	
Walton Place Two				\$0.00	
Willow Creek				\$0.00	

MEMORANDUM

TO: Board of Commissioners

FROM: Steve Grichel, Housing Programs Manager

DATE: February 18, 2025

SUBJECT: Resolution 2819 – 2024 SEMAP

BACKGROUND

SEMAP is the Section 8 Management Assessment Program and is used by HUD to measure the performance of the public housing agency (PHA) that administers the Housing Choice Voucher Program in 16 key areas, each called an indicator. This is an annual review, conducted each January for the previous year. For indicators 1 through 7 the review is conducted internally. For the remaining indicators HUD generates a score based on data BHA has submitted throughout the year.

Indicator 1: Selection from the waitlist
Indicator 2: Reasonable Rent
Indicator 3: Determination of Adjusted Income
Indicator 4: Utility Allowance Schedule
Indicator 5: HQS QC Inspections
Indicator 6: HQS Enforcement
Indicator 7: Expanding Housing Opportunities
Indicator 8: Payment Standards
Indicator 9: Annual Reexaminations
Indicator 10: Correct Tenant Rent Calculations
Indicator 11: Pre-Contract HQS Inspections
Indicator 12: Annual HQS Inspections
Indicator 13: Lease Up
Indicator 14: Family Self-Sufficiency (FSS)

SUMMARY

For the 2024 SEMAP review, BHA scored 135 out of a possible 135 points. BHA is exempt from indicator 14 (BHA has a waiver from HUD for the FSS program). The only indicator that had any failed files was indicator 3, where we had three files that failed. However, that still resulted in a 91% pass rate for the indicator, which means a score of 20 out of 20. The overall performance rating of 100% gives BHA a rating of High Performer. Being a High Performer PHA could potentially mean fewer audits and reviews by HUD.

We recommend approval of Resolution 2819 certifying BHA's 2024 SEMAP score.

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

APPROVE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

WHEREAS, 24 CFR 985.101 requires a Public Housing Authority (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year; and

WHEREAS, SEMAP requires HUD to rate performance of PHA's by addressing 14 performance indicators subject to HUD verification by an on-site confirmation review at any time; and

WHEREAS, the certification must be approved by the PHA Board and signed by the PHA Executive Director; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Bellingham that the Section 8 Management Assessment Program Certification for the Fiscal Year ending December 31, 2024, is hereby approved and adopted as presented and the Executive Director is hereby authorized to sign and submit the certification as required.

DATED this 18th day of February 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

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 12/31/2026)

Public reporting burden for this collection of information is estimated to average 12 hours 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 conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

PHA Response Yes No

Enter FMRs and payment standards (PS)

0-BR FMR _____ 1-BR FMR _____ 2-BR FMR _____ 3-BR FMR _____ 4-BR FMR _____
PS _____ PS _____ PS _____ PS _____ PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

PHA Response Yes No

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response Yes No

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response **Yes** **No**

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
 - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or**
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response **Yes** **No** **If yes, attach completed deconcentration bonus indicator addendum.**

I hereby certify under penalty of perjury that, to the best of my knowledge, the above responses are true and correct for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.



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 **02/18/2025** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **January 2025** described as follows:

Funds	Voucher Numbers	
Payroll 01/11/25:	<u>4248</u> to <u>4330</u>	\$ <u>142,209.05</u>
Payroll 01/25/25:	<u>4311</u> to <u>4363</u>	\$ <u>138,379.12</u>
BHA – Public Housing:	<u>1955</u> to <u>1959</u>	\$ <u>477.23</u>
Direct Deposit Checks	<u>1214</u> to <u>1222</u>	\$ <u>456.00</u>
Central Office/Maint. Fund:	<u>31467</u> to <u>31548</u>	\$ <u>350,330.88</u>
Direct Deposit Checks	<u>58</u> to <u>58</u>	\$ <u>31,712.82</u>
Section 8 Vouchers:	<u>127364</u> to <u>127731</u>	\$ <u>1,788,679.00</u>
Direct Deposit Checks	<u>87972</u> to <u>88031</u>	\$ <u>396,213.00</u>
BHA/Local Fund:	<u>10347</u> to <u>10352</u>	\$ <u>29,906.24</u>
WCHA – Public Housing:	<u>7650</u> to <u>7657</u>	\$ <u>943.00</u>
Direct Deposit Checks	<u>862</u> to <u>866</u>	\$ <u>562.00</u>
*Misc. ACH & Wire Transfers	<u>JV 24019</u> to <u>JV 24044</u>	\$ <u>-54,510.41</u>

Chair

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

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

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, January 21, 2025 in a hybrid format. The meeting was called to order at 1:03 p.m. by Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

A. ROLL CALL/QUORUM

Present:

Commissioner Valerie Billmire
Commissioner Terry Bornemann
Commissioner Dave Finet
Commissioner Stephen Gockley
Commissioner Alana Pattermann

Absent & Excused:

BWCHA Staff Presenters:

Lindsay Burmeister, Executive Services/HR Manager
Kate Donnelly, Chief Operating Officer
Andrew Calkins, Executive Director
Chris Longwell, Director of IT

Guest Presenters:

None

PUBLIC COMMENT AND RESIDENT INPUT

Stella Zaffiro – Samish Commons Resident – Notes trash smell in Samish Commons on the first-floor lobby, halls, and in her apartment.

Paul Moore – Washington Square Resident – Paul is writing Resident Council job descriptions. The resident council is working on making Narcan kits available to any resident who wants one.

B. REPORTS

1. Executive Director Report: Attached to the Agenda
2. Quarterly Operational Report: Attached to the Agenda
3. Bi-Annual IT Report: Attached to the Agenda

C. DISCUSSION / ACTION ITEMS

None.

D. CONSENT ITEMS

Commissioner Billmire moved to approve the Consent Agenda as follows:

- Motion: Approve Cash Disbursement/Vouchers for the Month of December 2024.
Motion: Approve Minutes for the December 2024 Regular BHA Board meeting.

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

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

NAYES: None

E. ADJOURNMENT

The public meeting was adjourned at 2:10 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.

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
Discussion/Action New/Renewing Commissioners	Discussion/Action	Discussion/Action ED Annual Performance Evaluation
July	August	September
Reports Quarterly: Operations Bi Annual: IT Report	Reports Quarterly: LIHTC Portfolio Quarterly: Q2 Finance Report	Reports Quarterly: Development
Discussion/Action	Discussion/Action Review PHA Plan Set Public Hearing Date	Discussion/Action Agency Plan Public Hearing Nominate Officers Preliminary 2024- 2025 Board Schedule FY2023 Audit Exit (Invite SAO)
October	November	December
Reports Quarterly: Operations Quarterly: Finance - Agency Budget	Reports Quarterly: LIHTC Portfolio Quarterly: Q3 Finance Report	Reports Quarterly: Development Bi-Annual: IT Report
Discussion/Action Elect Chair & Vice-Chair Utility Allowance & PH Flat Rent Schedule HCV Payment Standards	Discussion/Action Maintenance Schedule of Charges	Discussion/Action Flexible Spending Budget Variances Agency Salaries, co-premiums, CBA

New and changed items are in blue