



# Housing Authority of the City of Bellingham

Notice of Regular Board Meeting  
Bellingham Housing Authority Board of Commissioners  
April 15, 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 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, 10 minutes) |
| • Board Retreat Summary                             |                              |
| 2. Finance Department Initiatives & Process Changes | (Jana Robbins, 10 minutes)   |
| 3. 2024 BHA Financial Statements                    | (Jana Robbins, 20 minutes)   |
| 4. Operations Report                                | (Kate Donnelly, 20 minutes)  |
| 5. Development Report                               | (Tony Casale, 20 minutes)    |
- D. DISCUSSION / ACTION  
None
- E. CONSENT ITEMS
1. Motion: Approve Cash Disbursements/Vouchers for the month of March 2025
  2. Motion: Approve Minutes for the month of March 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, April 15, 2025. **Board Members and the public can attend this meeting via zoom or in person at the BWCHA Board Room located at 321 N. Samish Way.***

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

### **Meeting Information**

**Webinar ID:** 868 2734 6793

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

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

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



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

**To:** Board of Commissioners  
**From:** Andrew Calkins, Executive Director / CEO  
**Date:** April 15, 2025  
**Re:** Executive Director's Update

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### **Staffing Updates**

Congratulations are due to Diego Camacho, who has been promoted to Maintenance Tech III. Diego has made many contributions to BWCHA over the years, such as taking a leadership role in pest control in 2017 and acquiring training in decontamination and meth remediation in 2021. This is Diego's third promotion since joining BHA in 2014. We are also happy to officially welcome Shannon White as our new permanent Accounting Tech. Shannon started working for us through Express Temps back in November. She brings a strong background in accounting and is a fantastic addition to the finance team.

We are continuing the recruitment search for a Grounds Tech I, and are also recruiting for two temporary Seasonal Groundskeepers.

### **Federal Budget**

In March, Congress passed and President Trump signed into law a continuing resolution lasting through the end of FY 2025, September 30, 2025. We are awaiting final 2025 funding amounts from HUD for our federal programs.

### **Tax Credit Partnership Financial Statements**

The first quarter was a very busy time for members of the leadership team with the review of draft audited financial statements for BWCHA's numerous tax credit partnerships, tax returns, and other compliance tasks. My appreciation to Kate Donnelly and Jana Robbins for their careful reviews. In contrast to recent years, a large number of partnerships had positive cash flows in 2024.

### **Mainstream Voucher Transfer**

Working with Spokane Housing Authority (SHA), we formally submitted to HUD the materials necessary to transfer 8 Mainstream Vouchers from SHA to BHA, effective July 1.

### **Community Connections**

To further efforts related to our health and housing initiative, in April BWCHA became a member of the North Sound Accountable Community of Health's Collaborative Action Network. The network includes organizations from across the region and sectors, and is designed to foster collaborations that break down silos, build relationships, promote resource sharing, and create learning opportunities.



I have continued to meet with community partners and other stakeholders. On April 3<sup>rd</sup>, I provided a brief presentation to the Whatcom County Coalition on Ending Homelessness (WCCEH) on the federal funding landscape as it relates to housing and homelessness programs. I have also met virtually with Sen. Murray's DC housing staff.

The Whatcom County Housing Advisory Committee and Bellingham Community Development Advisory Board both meet on April 10<sup>th</sup>.

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**Attachments:**

- February 2025 Board Retreat Summary

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

- **Transportation & Housing Summit: Place Matters: How Housing & Transportation Shape Economic Success.** Squalicum Boathouse, Bellingham. April 17, 1:00PM – 4:00PM. [Register Here](#).
- **Public Housing Authority Director's Association Annual Convention & Exhibition:** Seattle. May 13-16. [Agenda Here](#). Reach out to Andrew or Lindsay to register.

## **February 2025 Board Retreat Summary**

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**Background:** *On February 25, BWCHA held a board retreat at Squalicum Boathouse in Bellingham. Commissioners Bornemann, Finet, Gockley, and Patterman attended. This document summarizes the three presentations, discussions, and notes related action areas for the agency.*

### **Financing new affordable housing development – Opportunities, constraints, and different models**

*Deep Dive Discussion #1 led by Tony Casale*

Director of Asset Development Tony Casale provided an overview of the main funding sources used to construct new affordable housing. In particular, the presentation illustrated the critical resource that is the Low-Income Housing Tax Credit Program (LIHTC), which has two flavors: the 9% and 4% tax credits. The 9% program provides more subsidy to construct the building (often more than 50% of project costs) than the 4% program. There is a shortage of 9% tax credits available and the allocation available to Whatcom County only allows one project to be funded every 1 to 2 years. The presentation closed with a discussion of constraints on new development and opportunities that could allow BWCHA to expand its footprint, including looking at public-private partnerships, acquisition of existing housing, and more cost-effective construction models.

#### **Related Agency Actions:**

- ➔ Continue to plan for new development using the LIHTC program (Unity Street & King Mountain)
- ➔ Explore viability of pursuing an acquisition and preservation strategy, including financing.
- ➔ Explore constructing smaller multifamily developments that may not use LIHTC subsidies.

### **Whatcom County Affordable Housing Issues**

*Deep Dive Discussion #2 led by Andrew Calkins*

Executive Director Andrew Calkins provided an overview of BWCHA's programmatic impact in Whatcom County (outside of Bellingham), differences in existing housing conditions and future needs, and constraints and opportunities for new development. Whatcom County has fewer resources available to fund new construction of affordable housing than does Bellingham, which has a voter-approved levy. As a result, building a traditional multifamily community may have a longer lead time. The discussion included opportunities for greater impact in Whatcom County through cost-effective acquisition of existing rental units, development of smaller apartment communities, and partnership with local providers and/or builders.

#### **Related Agency Actions:**

- ➔ Develop stronger relationships with smaller cities, rural areas, and community partners.
- ➔ Explore viability of pursuing an acquisition and preservation strategy, including financing.
- ➔ Complete the elevation and rehabilitation of Sumas Square Apartments.



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

### **Pursuing community partnerships to promote outcomes in social impact areas**

*Deep Dive Discussion #3 led by Steve Grichel*

Housing Programs Supervisor Steve Grichel provided a presentation outlining BWCHA's current community partnerships and areas for future partnership that align with resident needs. BWCHA currently works with Lydia Place to provide supportive services to 79 households within the LIHTC portfolio, project-based vouchers with non-profit partners, and operates a referral voucher program that provides tenant-based vouchers to households working with local service providers. Other partnerships also support veterans, youth exiting foster care, and people with intellectual disabilities. The discussion recognized that impactful partnerships can successfully leverage outside resources to support unique resident needs, but BWCHA's resources are limited. The greatest opportunities for near term impact focus on addressing health and ability needs among residents that regularly impacts housing stability (maintaining unit standards, completing required program compliance documents, etc.).

#### **Related Agency Actions:**

- ➔ Explore collaborating with Northwest Regional Council, or other community partners, to restart an onsite resource coordination program at the agency's three senior high-rise properties.
- ➔ Complete project-based voucher contract assessment to inform long-term partnership opportunities.



# 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:** April 15, 2025

**SUBJECT:** Finance Department Initiatives & Process Changes

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### SUMMARY

The Finance Department at BWCHA is a dedicated team of five professionals committed to supporting the agency's mission through continuous process improvement and operational efficiency. The team is responsible for developing financial statements, providing detailed financial reporting to HUD, processing payments to vendors, managing banking information and accounts, maintaining internal controls, developing annual budgets, and processing payroll, among other tasks. The department also ensures timely completion of financial compliance activities associated with BWCHA's numerous Low-Income Housing Tax Credit program partnerships.

Over the past year, the team has implemented several key initiatives designed to strengthen financial operations and lay the groundwork for future agency growth. Highlights include:

- **Implementing Monthly Financial Reporting:** At the start of 2025, the team launched a new practice of distributing monthly budget-to-actual reports to managers and directors within the housing authority. These timely reports support operational planning, enable cross-departmental understanding program expenditures, and help leadership plan for future initiatives.
- **Department Deadline Tracking:** The Finance team revised and streamlined our internal key dates and deadlines document to support better planning. This is reviewed at least monthly during department staff meetings.
- **Procure-to-Pay System Implementation:** Leveraging BWCHA's existing Yardi Housing Management software, this online integrated system is streamlining procurement and accounts payable processes, leading to improved efficiency and reduced processing times.
- **Cost Allocation Methodology:** As part of the 2025 budgeting process, the team worked with agency leadership to adjust payroll allocations to minimize needed support from the Bellingham Local Fund, and limit accumulation of reserves within the Public Housing and Housing Choice Voucher programs.

- **Improved Check Processing:** Instead of printing checks weekly, we now send out payments twice a month. This has proven to increase efficiency within the accounts payable process. In addition, during 2024 the department also implemented significant process changes with regard to electronic funds transfers to landlords participating in the Housing Choice Voucher program.
- **Banking Services RFP:** We are currently developing a request for proposals (RFP) for banking services, with the hopes of releasing it sometime in the 2<sup>nd</sup> quarter of this year. Our goal is to strengthen our banking capabilities and reduce costs.
- **Managing Reserves:** Following board approval, BWCHA has invested a portion of its unrestricted reserves into Washington State's Local Government Investment Pool (LGIP), ensuring competitive returns. The team is also supporting the effective monitoring of federal program reserves and working with department leads to efficiently deploy surplus reserve funds.
- **Staffing Update:** Shannon White has been a temporary employee working in accounts payable (AP) while our AP technician has been on extended leave. As a temporary employee, Shannon was instrumental in our Procure 2 Pay implementation. She was welcomed as a permanent BHA employee on April 1<sup>st</sup>.

A summary of these efforts, and the department's staffing will be provided during the April Board of Commissioners meeting.



# 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:** April 15, 2025

**SUBJECT:** Bellingham Housing Authority 2024 Financial Statement Comparison Analysis

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### SUMMARY

The Bellingham Housing Authority's 2024 financial statements are attached, along with a five-year comparison. The Balance Sheet shows an increase in net position of \$3,700,909, totaling \$99,875,786 at year end.

The financial statements reflect changes attributable to significant development activity and the shifting ownership of multiple Low-Income Housing Tax Credit partnerships. Over the past couple of years, BWCHA has exited the investor in several properties. Calculating which portion of the revenues and expenditures to blend in the BHA statements depended on the date of the investor exit. During 2023, those investor exits were mainly at the end of the year – for Laube Hotel, Laurel Village, Meadow Wood, and Meadow Wood II. Consequently, while we blended the assets and liabilities of those properties, the revenues and expenditures were divided between blended and discrete. This year, all revenues and expenditures are blended, resulting in increased revenues and expenditures across the board. In addition, BWCHA also exited investor for two more tax credit properties in 2024: Walton I and Walton II. This resulted in a below-the-line accounting change of an additional \$1.6 million.

In addition, the 2024 financial statements reflect increases in cash following the financial closings for the Samish Commons developments, and the receipt of the developer fees.

Lastly, there was a new Government Accounting Standards Board (GASB) statement requiring a change in how we report compensated absence. This resulted in a below-the-line accounting change and an increase in our compensated absence liability of approximately \$300,000.

### BALANCE SHEET STATEMENT ANALYSIS

#### Changes over 10%

*Cash and Cash Equivalents (1)* – The increase in cash is primarily due to the developer fees we received from the closing of the Samish properties, and a cash flow payment from NW Corner we received in 2024. Also increasing cash was the blending of cash from the exited properties: Laube, Laurel Village, Meadow Wood, Meadow Wood II, Walton I and Walton II.

*Restricted Cash – tenant security deposits (2)* – The increase in restricted cash is primarily due to the blending of cash from the exited properties.

*Accounts receivable - tenants (3)* – The increase in restricted cash is primarily due to the blending of cash from the exited properties.

*Notes receivable – component units (12)* – The decrease in notes receivable component units reflects the blended properties. Because those receivables are now owed to ‘ourselves’ based on the blending of those component units, they had to be removed.

*Net Pension Asset (16)* – This asset represents BHA’s portion of the Washington State’s Department of Retirement Systems asset. It is not an asset that we can use as collateral on a debt, just like the Net Pension Liability is not a debt that we are obligated to pay. It is a requirement from GASB. The reduction of the assets from last year is based on an actuarially determined amount from DRS.

*Capital assets (17,18)* – The capital asset increase is due to the blending of the 2024 exited properties Walton I and Walton II.

*Deferred Outflows of Resources (19,20)* – Deferred outflows of resources for Pensions are calculated using the DRS actuary study. The deferred outflows of resources OPEB is calculated using a tool from the Department of Washington State Actuary. We enter the demographic information of our employees into this tool and book the results provided. Changes in these totals are again not an asset we can utilize, but a requirement of the GASB.

*Accounts Payable (21)* – The reduction of accounts payable is the result of timing differences between payments.

*Tenant Security Deposits (22)* – The increase in tenant security deposits is directly related to the blending of the component units.

*Unearned Revenues (23)* – The increase in unearned revenues ties to the blending of the Walton I and II properties.

*Current portion of compensated absence (25)* – Compensated absence liability drastically increased because of GASB Statement No. 101 Compensated Absences. This required us to change the way we calculate the estimated compensated absence and required us to redefine short term verses long term portions of the liability. The total liability for compensated absence increased substantially.

*Accrued Liabilities - other (26)* – This line decreased due to timing changes with payroll.

*Long term debt – current portion and noncurrent portion (lines 27,28,34, and 35)* – The increase in debt for both current portion and long-term portions are directly related to the exited properties. Because we exited those properties and blended them within the Bellingham Housing Authority, they are also required to be categorized as capital projects.

*Long term portion of compensated absence (30)* – The decrease in the long-term portion of compensated debt is based on the current portion of long-term disclosure requirements from the new GASB statement.

## **INCOME STATEMENT ANALYSIS**

### **Changes over 10%**

*Tenant Rents (1)* – The increase in tenant rent is directly related to a full year of the investor exit properties from 2023 as well as the investor exit of the Walton properties in 2024.

*Other tenant charges (2)* – Other tenant charges consist of late fees, laundry and vending fees, and damages. This income can fluctuate over time.

*Other government grants (7)* – Other government grants have consisted of ARPA grants from the City of Bellingham passed through to the Samish Properties. The reduction from the prior year is the final drawdown from that grant.

*Other revenue (8)* – Other income consists of miscellaneous income including management fees, ground fees, and insurance proceeds. In 2023, we accrued the developer fee income from the Samish properties. For 2024, we are back in line with prior years.

*Tenant service expense (10)* – We had less tenant service contract costs and screening costs in 2024.

*Operating costs for utilities, maintenance, protective serves, insurance premiums, general expenses, bad debt, housing assistance payments, and depreciation expense (lines 11-18)* – Operating costs increases across the board are directly related to the full year blending of those expenses from the 2023 exited properties as well as the partial blending of expenses for the Walton properties.

*Gain/Loss – asset disposition and special items (21)* – Gain/loss for special items consist of the implementation of the new GASB requirement resulting in an increased expense of \$300k and the exit of the Walton properties resulting in an increased gain of \$1.6 million.

## BELLINGHAM HOUSING AUTHORITY

### Balance Sheet

December 31, 2024

		FY 2019 (audited)	FY 2020 (audited)	FY 2021 (audited)	FY 2022 (audited)	FY 2023 (audited)	FY 2024 (unaudited)	Change from Prior Year	%
<b>Assets</b>									
<b>Current Assets</b>									
Cash & cash equivalents	1	9,288,576	10,721,834	11,997,659	13,568,110	9,563,435	15,097,869	5,534,434	58%
Restricted cash - tenant security deposits	2	162,752	169,864	179,443	182,139	257,916	310,413	52,497	20%
Restricted cash - others	3	4,695,846	8,525,457	7,298,175	4,987,121	1,603,956	1,720,477	116,521	7%
Accounts receivable (net)									
Tenants	4	3,201	72,808	85,095	147,295	331,434	448,511	117,077	35%
Fraud recovery	5	16,481	66,229	66,229	2,825	2,825	2,825	0	0%
Miscellaneous	6	536,924	546,017	756,479	382,890	2,254,363	914,970	(1,339,393)	-59%
Current portion receivable									
Component units notes receivable	7	358,945	372,253	372,253	417,594	320,705	334,949	14,244	4%
Short Term Lease Receivable	8				185,685	200,631	204,337	3,706	2%
Prepaid expenses	9	94,255	130,110	146,388	209,578	235,643	68,443	(167,200)	-71%
Inventories-materials	10	23,385	23,385	23,385	23,385	23,385	23,385	0	0%
<b>Total Current Assets</b>		<b>15,276,870</b>	<b>20,627,957</b>	<b>20,925,106</b>	<b>20,106,622</b>	<b>14,794,293</b>	<b>19,126,180</b>		
<b>Non-Current Assets</b>									
Accrued interest receivable	11	6,771,932	8,235,300	9,394,181	10,395,750	11,444,216	12,042,471	598,255	5%
Notes receivable									
Component units	12	82,256,914	81,401,370	83,693,937	84,399,115	85,895,433	74,453,965	(11,441,468)	-13%
Predevelopment costs	13	17,835	19,219						
Long Term Lease Receivable	14				2,257,465	2,056,835	1,852,497	(204,338)	-10%
Investment in tax credit partnership	15	882,348	882,468	882,661	3,483,888	5,753,099	6,313,529	560,430	10%
Net Pension Asset	16			2,645,998	848,899	1,063,676	762,872	(300,804)	-28%
Capital assets									
Non-depreciable	17	3,049,594	3,963,616	2,220,313	1,754,297	4,093,939	6,346,424	2,252,485	55%
Net depreciable	18	18,738,770	18,453,097	17,373,766	16,241,472	28,449,117	39,230,733	10,781,616	38%
<b>Total Non-Current Assets</b>		<b>111,717,393</b>	<b>112,955,070</b>	<b>116,210,856</b>	<b>119,380,886</b>	<b>138,756,315</b>	<b>141,002,491</b>		
<b>Total Assets</b>		<b>126,994,263</b>	<b>133,583,027</b>	<b>137,135,962</b>	<b>139,487,508</b>	<b>153,550,608</b>	<b>160,128,671</b>		
<b>Deferred Outflows of Resources</b>									
GASB 68 Pensions	19	232,182	241,888	324,567	949,576	898,284	1,194,394	296,110	33%
GASB 75 OPEB	20	30,978	9,069	3,122	12,277	13,828	16,832	3,004	22%
<b>Liabilities</b>									
<b>Current Liabilities</b>									
Accounts payable	21	507,364	556,695	457,904	593,366	984,284	687,987	(296,297)	-30%
Tenant security deposits	22	161,983	167,580	180,190	188,142	253,518	333,029	79,511	31%
Unearned revenues	23	64,769	206,424	160,269	216,837	239,319	310,845	71,526	30%
Current portion of Lease Liability	24	0	0		20,017	32,676	34,022	1,346	4%
Current portion of Compensated Absence	25						429,923	429,923	
Accrued liabilities - other	26	140,765	180,113	648,458	214,881	580,466	312,031	(268,435)	-46%
Current portion of LT debt									
Capital projects	27	44,061	45,357	46,730	48,185	314,851	1,111,944	797,093	253%
Component units	28	2,044,147	386,899	420,483	434,681	353,729	355,078	1,349	0%
<b>Total Current Liabilities</b>		<b>2,963,089</b>	<b>1,543,068</b>	<b>1,914,034</b>	<b>1,716,109</b>	<b>2,758,843</b>	<b>3,574,860</b>		
<b>Non-Current Liabilities</b>									
Accrued interest payable	29	645,397	667,763	908,490	890,215	818,966	850,020	31,054	4%
Long Term compensated absences	30	222,929	263,877	315,785	394,483	435,096	312,987	(122,109)	-28%
Net pension liability - GASB 68	31	974,723	926,846	252,485	487,315	458,853	308,043	(150,810)	-33%
Long term lease liability	32				75,445	76,750	42,729	(34,021)	-44%
Other post employment benefits	33	2,712,859	2,814,115	2,427,482	2,185,737	1,983,963	1,799,945	(184,018)	-9%
Bonds, notes, and loans payable									
Capital projects	34	1,807,817	1,663,910	1,626,355	1,583,315	10,397,461	23,150,890	12,753,429	123%
Component units	35	45,134,094	45,681,344	44,287,519	43,870,394	38,486,639	29,098,862	(9,387,777)	-24%
<b>Total Non-Current Liabilities</b>		<b>51,497,819</b>	<b>52,017,855</b>	<b>49,818,116</b>	<b>49,486,904</b>	<b>52,657,728</b>	<b>55,563,476</b>		
<b>Total Liabilities</b>		<b>54,460,908</b>	<b>53,560,923</b>	<b>51,732,150</b>	<b>51,203,013</b>	<b>55,416,571</b>	<b>59,138,335</b>		
<b>Deferred Inflows - GASB 68 Pensions</b>	36	<b>688,350</b>	<b>349,658</b>	<b>2,820,904</b>	<b>925,685</b>	<b>687,214</b>	<b>374,280</b>		
<b>Deferred Inflows - Leases</b>	37				<b>2,410,409</b>	<b>2,184,059</b>	<b>1,951,495</b>		
<b>Total Net Position</b>		<b>72,108,165</b>	<b>79,923,403</b>	<b>82,910,597</b>	<b>85,910,254</b>	<b>96,174,876</b>	<b>99,875,786</b>		

**BELLINGHAM HOUSING AUTHORITY**  
**Income Statement**  
December 31, 2024

		<b>FY 2019</b> <b>(audited)</b>	<b>FY 2020</b> <b>(audited)</b>	<b>FY 2021</b> <b>(audited)</b>	<b>FY 2022</b> <b>(audited)</b>	<b>FY 2023</b> <b>(audited)</b>	<b>FY 2024</b> <b>(unaudited)</b>	<b>Change from</b> <b>Prior Year</b>	<b>%</b>
<b>Operating Revenue</b>									
Tenant rents	1	2,329,354	2,354,791	2,476,469	2,594,132	2,842,814	5,737,943	2,895,129	102%
Other tenant charges	2	213,833	99,794	386,095	142,123	103,654	82,068	(21,586)	-21%
Nondwelling rental income	3	360,928	258,972	275,890	128,119	281,342	271,551	(9,791)	-3%
Lease revenue	4				200,847	226,350	232,564	6,214	3%
HUD PHA grants - PH Operating Subsidy	5	1,028,974	1,103,421	1,012,252	1,192,846	1,256,621	1,335,050	78,429	6%
HUD voucher programs	6	15,849,147	19,575,261	18,398,213	21,206,736	24,691,277	26,881,661	2,190,384	9%
Other Government Grants	7	49,564	0		1,738,973	510,827	190,350	(320,477)	-63%
Other revenue	8	1,319,421	2,735,582	2,793,160	902,661	3,732,977	1,060,018	(2,672,959)	-72%
<b>Total Operating Revenue</b>		<b>21,151,221</b>	<b>26,127,821</b>	<b>25,342,079</b>	<b>28,106,437</b>	<b>33,645,862</b>	<b>35,791,205</b>		
<b>Operating Expenses</b>									
Administrative	9	2,707,911	3,362,925	2,529,089	3,401,829	3,715,764	3,998,801	283,037	8%
Tenant services	10	196,652	72,363	29,488	85,754	68,929	25,355	(43,574)	-63%
Utilities	11	501,910	524,910	665,132	781,776	858,211	1,100,669	242,458	28%
Maintenance & operation	12	2,519,153	2,278,616	2,129,386	2,233,306	2,789,163	3,456,259	667,096	24%
Protective services	13	51,915	51,051	59,236	53,387	88,402	110,405	22,003	25%
Insurance premiums	14	104,335	118,292	131,779	156,136	242,594	396,797	154,203	64%
General expenses	15	197,794	149,984	222,830	221,680	403,391	552,151	148,760	37%
Bad debt	16	60,231	66,773	174,442	70,051	77,841	34,164	(43,677)	-56%
Housing assistance payments	17	14,575,980	16,633,861	17,010,576	19,332,090	21,846,155	24,636,442	2,790,287	13%
Depreciation expense	18	1,256,887	1,267,122	1,228,165	1,208,178	1,232,463	2,239,142	1,006,679	82%
<b>Total Operating Expenses</b>		<b>22,172,768</b>	<b>24,525,897</b>	<b>24,180,123</b>	<b>27,544,187</b>	<b>31,322,913</b>	<b>36,550,186</b>		
<b>Nonoperating Revenue (Expense)</b>									
Fraud recovery	19	43,727	44,133	58,905	68,079	40,474	23,755	(16,719)	-41%
Interest Income	20	3,410,484	3,499,138	3,374,474	4,226,707	3,928,426	3,830,796	(97,630)	-2%
Gain/Loss - asset disposition & special items	21	3,727,351	2,855,191	-64,193		4,000,909	1,310,602	(2,690,307)	-67%
Interest expense	22	(1,814,134)	(1,815,096)	(1,737,850)	(1,903,717)	(1,670,171)	(1,925,214)	(255,043)	15%
Other non operating revenue/expense	23		99,000		(48,520)				
Commercial lease expenses	24	(87,952)	(78,969)	(81,435)	(78,537)	(76,629)	(49,304)	27,325	-36%
<b>Total Nonoperating Revenue (Expense)</b>		<b>5,279,476</b>	<b>4,603,397</b>	<b>1,549,901</b>	<b>2,264,012</b>	<b>6,223,009</b>	<b>3,190,634</b>		
<b>Income (Loss) Before Capital Contributions</b>		<b>4,257,929</b>	<b>6,205,321</b>	<b>2,711,856</b>	<b>2,826,262</b>	<b>8,545,958</b>	<b>2,431,654</b>		
<b>Capital Fund Grants</b>	25	<b>84,757</b>	<b>1,609,918</b>	<b>275,337</b>	<b>173,395</b>	<b>1,718,664</b>	<b>1,269,255</b>		
<b>Change in Net Position</b>		<b>4,342,686</b>	<b>7,815,239</b>	<b>2,987,193</b>	<b>2,999,657</b>	<b>10,264,622</b>	<b>3,700,909</b>		
<b>Net Position - Beginning of Year</b>		<b>67,765,479</b>	<b>72,108,165</b>	<b>79,923,404</b>	<b>82,910,597</b>	<b>85,910,254</b>	<b>96,174,876</b>		
Change in Accounting Principle - Investor Exit									
<b>Net Position - End of Year</b>		<b>72,108,165</b>	<b>79,923,404</b>	<b>82,910,597</b>	<b>85,910,254</b>	<b>96,174,876</b>	<b>99,875,785</b>		

## **Operations Quarterly Report January 1, 2025 – March 31, 2025**

### **Goals and Initiatives Progress**

The Housing Programs and Maintenance departments' goals for 2025 are focused on careful management of resources, continued improvement and use of systems, data integrity, and improved reporting to inform program operations, and customer experience.

#### **Housing Choice Voucher (HCV) Program**

- **Funding & Leasing**
  - The HCV program is currently overspending available funds monthly and as a result, new voucher issuance continues to be suspended. With funding, clarity, and participant attrition, we hope to resume issuing vouchers on a small scale in quarter 4.
  - Select Project Based Voucher waitlists re-opened on March 18<sup>th</sup> and will be closed when the target number of applicants is received.
  
- **Program Expansion**
  - Our recent award of 10 Veterans Affairs Support Housing (VASH) vouchers became available on March 1<sup>st</sup> and we will be working with the Department of Veterans Affairs (VA) to fully utilize these new resources.
  - We are also working with the Spokane Housing Authority to transfer 8 Mainstream Vouchers to BHA.
  
- **Advancing Successful Partnerships**
  - Housing Programs continued monthly participation in the Washington HCV Managers meeting.
  - Housing Programs continued participation in monthly program meetings with Lydia Place, Opportunity Council, DCYF, and the VA.
  
- **Continued focus on program integrity, efficiency, and stability.**
  - BHA launched Asset IQ, a Yardi dashboard program that aids in tracking program and property performance. Currently we are focused on ensuring data accuracy, understanding program functionality, and setting key performance indicators.
  - In collaboration with the accounting team, Housing Programs is fine tuning our review of the Voucher Management System (VMS) to provide improved reporting that will enhance future program planning.
  - The Housing Program's Eligibility team began quality control file reviews of all new admissions in all programs.
  - The Housing Program's Compliance team is preparing to begin quality control reviews on a select percentage of all programs annual recertifications.

## **Public Housing and Affordable Housing Programs**

- **Funding & Leasing**
  - Under the continuing resolution, the public housing program funding will remain flat through the fiscal year. We will continue maximizing occupancy, while minimizing turnover time and carefully managing available resources.
  - Select Public Housing waitlists re-opened on March 18<sup>th</sup> and will be closed when the target number of applicants is received.
  
- **Advancing Successful Partnerships**
  - We are actively engaged in conversation with the Northwest Regional Council (NWRC). NWRC currently serves 80 high rise residents and recently applied to pilot a program with the goal of expanding care coordination at BHA properties.
  - We continued our participation in bi-weekly and monthly Low-Income Housing Tax Credit (LIHTC) portfolio management meetings with Indigo.
  - We collaborated with Spokane Housing Authority and Housing Opportunities of SW Washington, to share tips on effective program management and organizational structure.
  
- **Continued focus on program integrity, efficiency, and stability.**
  - Housing Program staff are nearing completion reviewing 100% of the tenant files for Varsity Village to ensure document and file management consistency.
  - HUD notified BHA that we have been designated a high performer for FYE 12/31/2023.
  - Maintenance is currently revising and updating its environmental drug decontamination policy.
  - Maintenance facilitated access at Chuckanut Square for T-Mobile to upgrade their cell tower.
  - We are currently negotiating 5-year lease renewals with T-Mobile and Verizon at Chuckanut Square.
  
- **Continued focus on customer experience.**
  - Property managers have continued monthly resident meetings at each high rise and hold regular meetings at Varsity Village.
  - Annual preventative maintenance inspections began in February and are expected to be completed in November. These inspections are focused on upholding health, safety, and housekeeping standards.
  - Maintenance is underway on revamping its approach to pest management. They are assessing treatment methods, communication, and tenant participation to improve our response to pest-related needs.
  
- **Capital and Maintenance Projects**
  - Maintenance and Development are collaborating on scope development for high rise boiler system upgrades, and playground upgrades at Whatcom County family sites.
  - Maintenance is underway completing comprehensive floor waxing of all high-rise common areas and hallways.
  - Maintenance continues to assess building materials and unit features to enhance unit longevity and livability. An example of a recent unit turn at Varsity Village is below.

**Varsity Village Unit After Unit Turn:**



**Key Performance Indicators**

<b>Audits/Reviews</b>				
Program Reviewed	Date	Auditor/Reviewer	Type of Review	Status/Score
Varsity Village	1/27/2025	Loveridge Hunt	Program Management Review	No findings

<b>Public Housing Occupancy Rates</b>					
HUD considers an annual occupancy average of 98% or higher to be a "high performer"					
	Q1	Q2	Q3	Q4	Average %
AMP 1	99.3%				
AMP 15	98.2%				
WCHA	100%				

<b>Housing Choice Voucher Lease Up Rate</b>					
BHA has 1,783 baseline units and uses this number to calculate units under lease. HUD considers an annual leased average based on units and/or funding of 98% or higher to be a "high performer".					
	Q1	Q2	Q3	Q4	Avg
% Of Units	102.4%				
% of Funding	101.5%				
Per Unit HAP Expense	\$1,066.97				
Applicants Selected	2				

<b>Mainstream Voucher Lease Up Rate</b>					
BHA has 150 Mainstream Vouchers designated for non-elderly people between 18 - 62 years of age with a disability.					
	Q1	Q2	Q3	Q4	Avg
% Of Units	91.8%				
% of Funding	94.2%				
Per Unit HAP Expense	\$925.40				

<b>Interims Completed – HCV and Public Housing</b>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FY 2024	168	139	141	97	87	151	156	96	138	114	119	104
FY 2025	112	180	134									

<b>Unit Turnover Time</b>			
	Public Housing – City YTD	Public Housing - County YTD	Affordable YTD
Total number of turnaround days	193	0	186
Total number of vacant units turned and leased	9	0	4
Average unit turnaround days	21	0	46.5

<b>Work Order Response</b>					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual
Total number of routine work orders	520				
Total number of emergency work orders	42				
Average days to complete work order	15.5				

<b>Income Targeting</b>						
HUD requires the HCV and PH programs target new admissions for extremely low-income families (families with annual incomes at or below the federal poverty level or 30% of the area median income, whichever number is higher).						
Program	Annual Income Target Required	Income Target Realized				
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	All 2025
Housing Choice Voucher	75%	92.6%				
Public Housing	40%	87.5%				

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

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**New Construction**

**Closeout**

**Samish Commons B – 53 units of rent restricted LIHTC housing for seniors in Bellingham**

**Project cost: \$27,455,375**

The housing authority redeemed its interest in the office condo unit effective February 18, 2025, and we are now working with the investor to satisfy conditions for the fourth (final) tax credit equity payment.

**Samish Commons C – 49 units of rent restricted LIHTC housing in Bellingham**

**Project cost: \$26,265,874**

The third installment of LIHTC equity was received on December 18<sup>th</sup> which allowed us to convert the construction loan. Financial performance for January-March will be reviewed by the investor to determine eligibility for the fourth (final) tax credit equity payment.

**Underway**

None

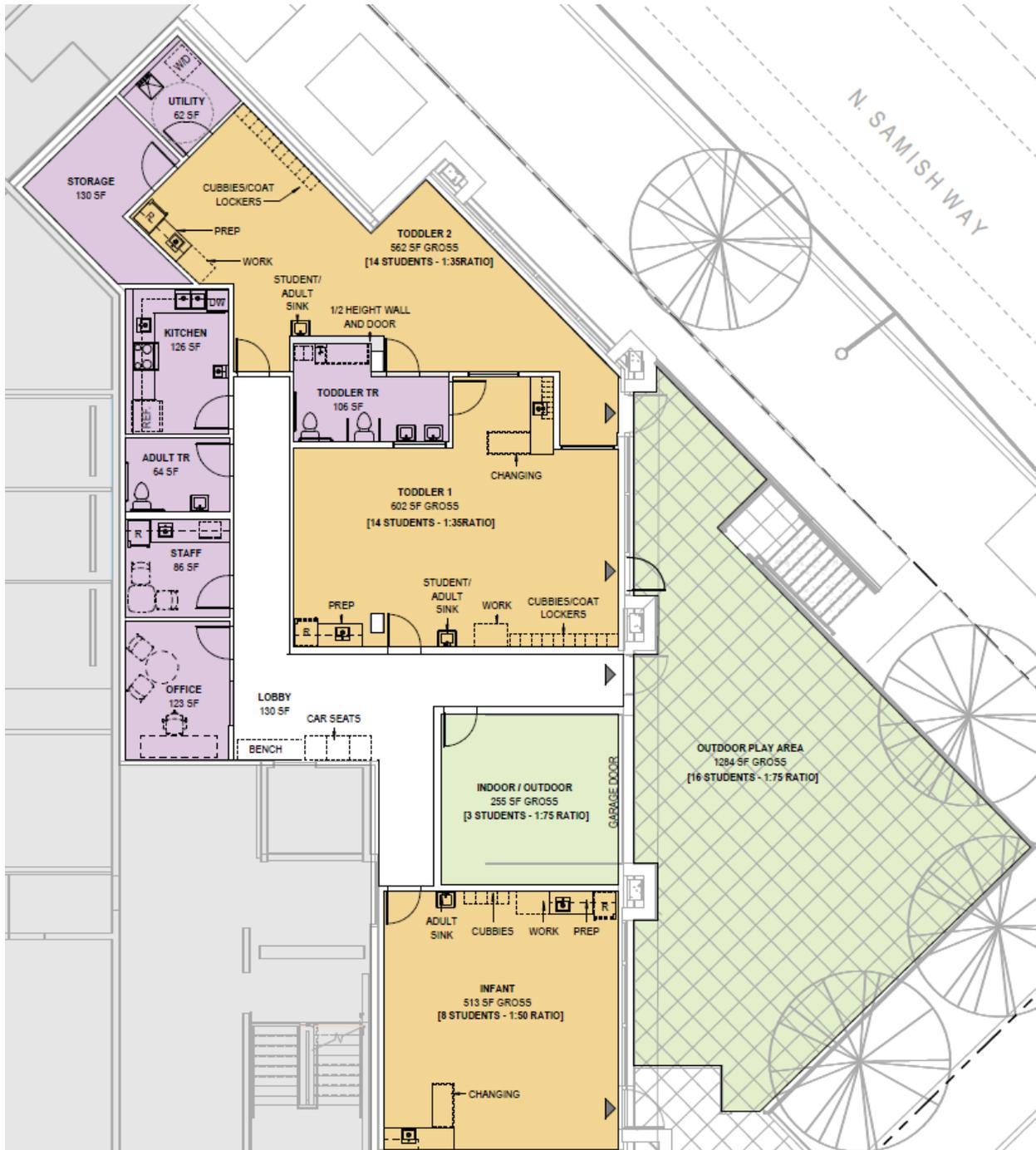
**Feasibility/Scope Development**

**Samish Commons Early Learning Center – 40 childcare slots in Bellingham**

**Estimated project cost: \$1,093,637**

The project was awarded funding by Whatcom County Council through the Healthy Children’s Fund, a voter-approved initiative that supports young children and their families. BWCHA is partnering with Mountain View Early Learning Center for the operation of this facility, and RMC Architects was selected to the design team in January through a Request for Qualifications. Significant progress has been made designing the classroom layout, and our next step is to review preliminary plans with the Department of Children, Youth, and Families to account for any remaining licensing considerations.

*Samish Commons Early Learning Center  
[Preliminary floor plan as of 3/13/2025]*



**Unity Street Redevelopment (Ubuntu) – 63 units of rent restricted LIHTC housing in Bellingham  
Estimated project cost: \$28,826,106**

BWCHA is partnering with Beacon Development Group on this project and RMC Architects was selected to the design team through a Request for Qualifications. Our first competitive funding

application was submitted to the City of Bellingham in February, and we anticipate award announcements to be made this month. The next financing milestones will be submitting applications to Whatcom County in July, and then Washington State in September. We are planning to use 4% tax credits and tax-exempt bonds for this project, with construction activities commencing in 2026.

*Unity Street Redevelopment  
[Preliminary rendering as of 1/15/2025]*



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

**Estimated project cost: TBD**

On March 7<sup>th</sup> we successfully acquired two 1-acre parcels in the King Mountain neighborhood. 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 includes separate mixed-income buildings with construction commencing in 2030. We anticipate that predevelopment activities will be initiated later this year.

## Major Capital Needs/Improvements

### Closeout

**Baycrest Homes Unit 4678 Modernization – 18 units of Public Housing for families in Blaine**

**Project cost: \$127,187**

A Notice of Completion was submitted on February 06, 2025, but we are still waiting for Washington State Labor & Industries and the Washington State Department of Revenue to approve release of retainage.

**Bay Townhouses Roof Replacement – 3 units of Public Housing for families in Blaine**

**Project cost: \$35,527**

A Notice of Completion was submitted on April 07, 2025, but we are still waiting for Washington State Labor & Industries, Washington State Employment Security Department, and the Washington State Department of Revenue to approve release of retainage.

**Lincoln Square Roof Replacement – 198 units of Public Housing for seniors and persons living with disabilities in Bellingham**

**Project cost: \$1,065,999.79**

A Notice of Completion was submitted on February 12, 2025, but we are still waiting for Washington State Labor & Industries and the Washington State Department of Revenue to approve release of retainage.

### Underway

None

### Seeking Funding

**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. In addition to flood restoration, there are major components needing modernization. Disaster assistance is insufficient to complete all necessary rehabilitation work, and we continue working closely with the Washington State Department of Commerce to secure financing through the Community Development Block Grant – Disaster Recovery program. We anticipate receiving a formal funding award in September, and plan to procure a design team this summer.

### Feasibility/Scope Development

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

**Estimated project cost: TBD**

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. We have engaged SMR Architects to prepare technical specifications, scope of work, and drawings necessary for wholesale replacement of the boiler plants.

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

**Estimated project cost: TBD**

The standby emergency generators at each high-rise building were installed in/around 1985 and are approaching the end of their anticipated life cycle. We are working closely with the Maintenance Team to define the scope of work and request quotes for qualified contractors. This project may be completed through multiple phases.

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

**Estimated project cost: TBD**

The play equipment structures located at both Baycrest Homes and SeaMist Townhouses are past their useful life and need full replacement. The Birches received a new timber stack play element in 2019, but additional fill and an accessibility ramp are also needed at that site. We have requested replacement quotes from multiple companies approved for cooperative purchasing through the King County Director's Association (KCDA).

## **Additional Discussion Item**

### **High-rise Physical Needs Assessment**

In 2024, SMR Architects completed comprehensive physical and capital needs assessments for our three high-rise properties. These assessments will allow us to more effectively prioritize modernization projects, and plan for the utilization of HUD Capital Fund Grants. During this discussion we will review a high-level summary of the assessment of physical needs, including our approach to project planning.

Please see the accompanying summary document and needs assessment matrix for additional information.

## 2024 High-rise Physical Needs Assessments Summary Document

### Introduction & Property Descriptions

Chuckanut Square, Lincoln Square, and Washington Square are three of BWCHA's public housing buildings and each site consists of a free-standing tower surrounded by parking, walkways, lawns, and landscaping.

- **Chuckanut Square**, built in 1969, is a nine-story building (including basement) with two offset wings, a central lobby and elevator core. It has 101 studio and one-bedroom units, laundry, activity room, community kitchen, and boiler room.
- **Washington Square**, built in 1968, is an eight-story building configured in an L-shape with two wings, a central lobby, and elevator core. It has 97 studio and one-bedroom units, laundry, activity room, community kitchen, and boiler room.
- **Lincoln Square**, built in 1970, is a ten-story building configured in an L-shape with two offset wings, a central lobby and elevator core. It has 198 studio, one-bedroom, and two-bedroom units. The laundry, activity rooms, and community kitchen are in a one-story wing connecting to the west end of the lobby.

SMR Architects was joined by various subconsultants in completing two site visits and conducting representative observations of readily accessible and easily visible systems and components. The original drawings were provided by BWCHA for the three properties and were utilized as references for quantity take-offs and to identify existing construction types and assemblies. No destructive investigations to confirm existing conditions were conducted, so some assumptions were required. No structural issues were apparent during the tours and no structural engineer was consulted.

The needs assessments address in-kind replacement of existing building components over a 20-year life span assuming no change in use for any space or area of the buildings or sites. Furthermore, the assessments did not address any potential change in program and any resulting structural alterations and code implications of such design work.

### Observations & Recommendations

**Envelope:** The concrete towers were originally designed/constructed with no wall insulation. As part of a 1992 remodel, an Exterior Insulation and Finish System (EIFS) was installed on Lincoln and Chuckanut Square, but not Washington Square. The EIFS has been repaired and maintained over its lifetime and appears in sound condition.

At thirty years old, the windows are at the end of their useful life, with the exception of the south facing aspect of Chuckanut Square which was replaced in 2023. Failures in the insulated glazing are unpredictable but could appear at any time in their lifespan. At minimum, the southern and western

elevations (which receive the most extreme weather activity) at remaining locations should potentially be replaced.

The Lincoln Square roof was replaced in 2024, and all roof insulation was replaced at this time. The roofs at Chuckanut and Washington Square were last replaced in 2006 and are approaching the end of their useful life so replacement should be scheduled in the near future. This will require planning and coordination with multiple cellular service providers whose equipment is mounted on the penthouses.

**Units:** Per limited observations, BWCHA has upgraded unit kitchens and baths over time and the assessment shows costs spread over 20 years to continue this program of replacement and upgrade. However, assuming the housing authority will need to undertake a plumbing replacement, several unit fixtures, shaft walls and finishes will need to be removed to accommodate this scope, and the cost of replacement has been included in the same year as the potential piping replacement.

Doors in the units (per observations and original drawing) are all sturdy hollow metal doors, including unit entries, closets and bathrooms. This is unusual for a residential building and while durable, it could make it difficult to replace hardware in the future. The unit entry doors have a ¾ hour rating which exceeds current code.

**Electrical and Low Voltage:** Each building is served at 120/208V, 3-phase exterior mounted Puget Sound Energy (PSE) transformers. The 2000 amp service is adequate for the buildings' existing electrical systems. The main switchgear and house panels are in fair condition. While they are nearing the end of their expected useful life (per standard manufacturer's recommendations), based on observation and experience, it appears the house switchgear and panels can perform in a satisfactory manner beyond their useful life. However, replacement parts and breakers may become difficult to find.

The emergency generators are assumed to have been added in the 1980's to address new code requirements for high-rise buildings. The actual age of the generators is unknown, but they are assumed to be nearing the end of their expected useful life.

Unit panels are adequately sized and have additional breaker space, but before adding any new loads, overall house capacity would need to be metered.

The fire alarm system appears to have been upgraded in the last ten years and is in good condition. The units have hardwired smoke detectors.

Lighting throughout the building has been replaced with LED fixtures and does not require immediate attention unless use or occupancy changes.

**Domestic Water:** Many components of the domestic water system are original to the building, and localized sections have experienced leaks and failures necessitating impromptu replacement. Most of the piping connected to waste and domestic plumbing systems is original and nearing the end of its useful life.

**Heat:** Unit and corridor heat is provided through fin-tube baseboards and cabinet heaters. Piping and heaters are past their useful life and replacement should be reviewed. The corridor heaters are fed by direct outside air causing pipe freezing, failures, and flooding affecting the elevators. To provide adequate corridor heating and ventilation, an alternative system should be considered.

The hydronic and domestic hot water is served by gas-fired boilers. The domestic hot water heaters are residential grade boilers with integral storage. The hydronic boilers are commercial grade. Boiler maintenance requires discontinued parts, and replacement will be required soon. At that time, all pumps and apparatuses should be replaced as well.

**End of summary document.**

This table represents a consolidated summary of potential expenses over a 10-year period. The expense summary is based on a Capital Needs Assessment completed in 2024, and is limited to the three high-rise properties (Chuckanut Square; Lincoln Square; & Washington Square). The table below does not include forecasted expenses attributed to the York Street administration building or Grant Street maintenance shop. Cost estimates were provided by a third-party architect and may not represent actual project costs resulting through competitive procurement.

Category	Proposed Replacement Year									
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>Site</b> (e.g. parking, landscaping, lighting, furnishings)	\$ 151,490	\$ -	\$ -	\$ -	\$ 68,475	\$ 58,206	\$ -	\$ -	\$ -	\$ 127,066
<b>Building Systems</b> (e.g. domestic & hydronic heating, water, electrical)	\$ 830,700	\$ 157,000	\$ -	\$ -	\$ 13,430,000	\$ 15,000	\$ 430,500	\$ 154,000	\$ 30,900	\$ 519,000
<b>Building Exteriors</b> (e.g. roof, windows, paint, doors)	\$ 1,222,050	\$ 1,037,090	\$ -	\$ -	\$ -	\$ 304,940	\$ -	\$ 180,450	\$ -	\$ 145,550
<b>Unit Interiors</b> (e.g. paint, cabinets, fixtures, flooring)	\$ 1,809,943	\$ -	\$ -	\$ 740,743	\$ -	\$ -	\$ 851,813	\$ -	\$ -	\$ 6,757,743
<b>Common Areas</b> (e.g. flooring, paint, lighting, doors, laundry)	\$ 873,084	\$ 14,600	\$ 122,000	\$ -	\$ 68,600	\$ 183,900	\$ 20,000	\$ -	\$ 50,000	\$ 192,700
<b>Annual Total</b>	<b>\$ 4,887,267</b>	<b>\$ 1,208,690</b>	<b>\$ 122,000</b>	<b>\$ 740,743</b>	<b>\$ 13,567,075</b>	<b>\$ 562,046</b>	<b>\$ 1,302,313</b>	<b>\$ 334,450</b>	<b>\$ 80,900</b>	<b>\$ 7,742,059</b>

Forecasted 10-year total: **\$30,547,543**



## 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 **04/15/2025** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **March 2025** described as follows:

Funds	Voucher Numbers	
Payroll 03/08/25:	<u>4499</u> to <u>4550</u>	\$ <u>137,406.23</u>
Payroll 03/22/25:	<u>4560</u> to <u>4611</u>	\$ <u>135,185.16</u>
BHA – Public Housing:	<u>1965</u> to <u>1968</u>	\$ <u>271.00</u>
Direct Deposit Checks	<u>1231</u> to <u>1239</u>	\$ <u>557.00</u>
Central Office/Maint. Fund:	<u>31651</u> to <u>31739</u>	\$ <u>298,758.54</u>
Direct Deposit Checks	<u>66</u> to <u>71</u>	\$ <u>113,606.58</u>
Section 8 Vouchers:	<u>128082</u> to <u>128425</u>	\$ <u>1,269,153.30</u>
Direct Deposit Checks	<u>88105</u> to <u>88190</u>	\$ <u>977,187.00</u>
BHA/Local Fund:	<u>10362</u> to <u>10374</u>	\$ <u>33,252.98</u>
Direct Deposit Checks	<u>92</u> to <u>95</u>	\$ <u>81,893.18</u>
WCHA – Public Housing:	<u>7666</u> to <u>7674</u>	\$ <u>36,411.81</u>
Direct Deposit Checks	<u>872</u> to <u>876</u>	\$ <u>562.00</u>
*Misc. ACH & Wire Transfers	<u>JV 24239</u> to <u>JV 24308</u>	\$ <u>-18,657.35</u>

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Chair

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

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

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, March 18, 2025 in a hybrid format. The meeting was called to order at 1:05 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

**Absent & Excused:**

Commissioner Alana Pattermann

**BWCHA Staff Presenters:**

Lindsay Burmeister, Executive Services/HR Manager  
Andrew Calkins, Executive Director

**Guest Presenters:**

**PUBLIC COMMENT AND RESIDENT INPUT**

None.

**B. REPORTS**

1. Executive Director Report: Attached to the Agenda
2. Board Retreat Follow-Up Discussion: Attached to the Minutes

**C. DISCUSSION / ACTION ITEMS**

1. Resolution Authorizing the Housing Authority of the City of Bellingham to Accept 8 Mainstream Vouchers Transferred from the Spokane Housing Authority

Approve Resolution 2820

Commissioner Billmire moved to approve the motion with a friendly amendment to the motion to read “that the governing body does hereby authorize the Executive Director to accept the transfer of 8 Mainstream Vouchers from the Spokane Housing Authority to the Housing Authority of the City of Bellingham.”

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

**AYES:**

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

**NAYES:** None

**D. CONSENT ITEMS**

1. Commissioner Finet moved to approve the Consent Agenda as follows:

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

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

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

**AYES:** Commissioner Valerie Billmire  
Commissioner Terry Bornemann  
Commissioner Dave Finet  
Commissioner Stephen Gockley

**NAYES:** None

**E. COMMISSIONER UPDATES**

None.

**F. ADJOURNMENT**

The public meeting was adjourned at 2:00 p.m.

Respectfully Submitted,

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**Andrew Calkins,  
Secretary/Treasurer**

**ATTEST:**

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

# Opportunities for greater impact in Whatcom County



**Stabilizing rents via acquisition** of existing multifamily housing



**Project-basing or referring vouchers** in partnership with service providers to address unique needs (student homelessness, etc.)



**Identify new development opportunities**

Long lead time needed to assemble financing vs. smaller development typologies



**Advocacy** for additional funding sources (REET III) & intentional partnership development

**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

### **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](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.

**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> Bi-Annual: IT Report	<b>Discussion/Action</b> SEMAP Review	<b>Discussion/Action</b>
April	May	June
<b>Reports</b> Quarterly: Operations Quarterly: Q4 Finance Report	<b>Reports</b> Quarterly: LIHTC Portfolio Quarterly: Q1 Finance Report	<b>Reports</b> Quarterly: Development
<b>Discussion/Action</b> New/Renewing Commissioners	<b>Discussion/Action</b>	<b>Discussion/Action</b> ED Annual Performance Evaluation
July	August	September
<b>Reports</b> Quarterly: Operations Bi Annual: IT Report	<b>Reports</b> Quarterly: LIHTC Portfolio Quarterly: Q2 Finance Report	<b>Reports</b> Quarterly: Development
<b>Discussion/Action</b>	<b>Discussion/Action</b> Review PHA Plan Set Public Hearing Date	<b>Discussion/Action</b> Agency Plan Public Hearing Nominate Officers Preliminary 2024- 2025 Board Schedule FY2023 Audit Exit (Invite SAO)
October	November	December
<b>Reports</b> Quarterly: Operations Quarterly: Finance - Agency Budget	<b>Reports</b> Quarterly: LIHTC Portfolio Quarterly: Q3 Finance Report	<b>Reports</b> Quarterly: Development Bi-Annual: IT Report
<b>Discussion/Action</b> Elect Chair & Vice-Chair Utility Allowance & PH Flat Rent Schedule HCV Payment Standards	<b>Discussion/Action</b> Maintenance Schedule of Charges	<b>Discussion/Action</b> Flexible Spending  Budget Variances Agency Salaries, co-premiums, CBA

New and changed items are in blue