



Housing Authority of the City of Bellingham

Notice of Regular Board Meeting
Bellingham Housing Authority Board of Commissioners
May 20, 2025

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

Time: 1:07pm

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)
 - 2. LIHTC Portfolio (Myrriah Train, 15 minutes)
 - 3. BHA Q1 2025 Finance Report (Jana Robbins, 10 minutes)
- D. DISCUSSION / ACTION
 - 1. Recognize Reappointment of Commissioner Pattermann to a Second Term (Andrew Calkins, 5 minutes)
- E. CONSENT ITEMS
 - 1. Motion: Approve Cash Disbursements/Vouchers for the month of April 2025
 - 2. Motion: Approve Minutes for the month of April 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, May 20, 2025. **Board Members and the public can attend this meeting via zoom or in person at the BWCHA Board Room located at 321 N. Samish Way.***

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

Meeting Information

Webinar ID: 868 2734 6793

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

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

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



Bellingham & Whatcom County Housing Authorities

To: Board of Commissioners
From: Andrew Calkins, Executive Director / CEO
Date: May 20th, 2025
Re: Executive Director's Update

Staffing Updates

Jason Valencia will soon be joining BWCHA as a Grounds Tech I. He brings 6 years of similar landscaping work and 2 seasons of grounds/maintenance work for Seattle City Light at their Newhalem, WA location in the Cascade mountains. We are continuing the recruitment search for two temporary Seasonal Groundskeepers.

Federal Budget

To kick off the process of enacting a budget for FY 2026, which begins on October 1, 2025, the Trump Administration introduced a budget outline on May 2nd for discretionary programs. The proposal includes a 43% -- or \$26.7 billion – reduction in funding for core federal housing programs including Housing Choice Vouchers, Public Housing, Project-Based Rental Assistance (PBRA), Housing for the Elderly, and Housing for Persons with Disabilities. While details are scarce in this initial outline, the Administration is also proposing to turn these programs over to states to administer in the form of a block grant. Additionally, the proposal includes a two-year cap on rental assistance for “able bodied” adults.

Given the rising cost of housing programs, the scale of the reduction in funding would undoubtedly result in the termination of assistance for some families. The Administration's proposal is only a proposal at this point, and industry groups have signaled that these far-reaching changes are unlikely to be enacted. We have sent a letter to our Congressional delegation to communicate our significant concerns as they begin their budget deliberations.

Tax Reconciliation Bill Includes Expansion of LIHTC Program

Congress is also working on a reconciliation bill (meaning it can pass with only simple majorities in both chambers) focused on extending tax cuts enacted in 2017. The House Ways & Means Committee released a version of the bill on May 12th that includes elements of Sen. Cantwell's *Affordable Housing Credit Improvement Act of 2025*. The included provisions would increase the 9% program by 12.5% and allow more projects to access the 4% program.

State Policy & Budget Updates

The State Legislature wrapped up its 2025 legislative session on April 27th. Housing and homelessness issues remained a top focus. Of note, the legislature approved a rent stabilization measure that limits annual rent increases to between 7% and 10% for in-place tenancies. The legislature also approved a capital budget that included over \$600 million for affordable housing capital. A summary of the HTF investments is [attached](#).



Development Updates

Sumas Square: On May 5th, BWCHA received an award letter from Washington State Department of Commerce for \$3 million in CDBG-Disaster Recovery funds to support the rehabilitation of Sumas Square Apartments. Combined with FEMA insurance proceeds, we anticipate sufficient resources to elevate and rehab this site.

Unity Street Redevelopment / Ubuntu: On May 5th, the Bellingham City Council approved \$6.1 million for the Unity Street Redevelopment housing community as part of the City's 2025 Consolidated Action Plan. The significant commitment fully funds BWCHA's request. The development team is now working to apply for County and State funding later this year, and will this month be launching a survey to gather input from future tenants to inform project design and outreach.

Mainstream Voucher Transfer

HUD's local office notified BWCHA on May 13th that the transfer of 8 Mainstream Vouchers currently administered by Spokane Housing Authority to BWCHA was approved. The transfer will become effective July 1, 2025.

Community Connections

- Commissioner Billmire and I met with the Blaine City Manager on April 17th to discuss the housing situation and potential partnership opportunities.
 - Whatcom County Executive Sidhu recently appointed me to the Economic Development Investment (EDI) Board, which makes recommendations to Council on projects to fund with rural sales tax dollars. The fund has a new focus on workforce housing, and County Council recently increased the target amount of funds dedicated to housing to 30%. The Board met on May 8th.
 - In late April I met with Whatcom County leadership to discuss BWCHA's current projects and opportunities for further development in Whatcom County (outside Bellingham).
 - Commissioner Billmire and I attended the Public Housing Authority Director's Association (PHADA) Annual Convention & Exhibition in Seattle May 13th through 15th.
 - The Whatcom County Housing Advisory Committee (WCHAC) and Bellingham Community Development Advisory Board both met on April 10th. WCHAC approved a final version of a memo on shelter resources for people experiencing homelessness, [attached](#).
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Bellingham & Whatcom County Housing Authorities

Attachments:

- Housing Trust Fund Investments 2025-2027 Biennial Budget
- WCHAC Final Memo re: Recommendations for Supporting the Expansion of Year-Round Shelter Capacity in Whatcom County

Upcoming Events of Note for Board Members:

- Whatcom Housing Alliance Spring [Community Summit](#): Developer for a Day, A hands-on workshop to understand local housing development. June 4, 2025, 1:00-4:30 PM.

**2025-27 Capital Budget
Proposed Compromise
Department of Commerce
2025-27 Housing Trust Fund
Total Budgeted Funds
(Dollars in Thousands)**

Project Title	Amount
315 W 9th Seniors	1,500
35th and Pacific Family Housing	2,050
Affordable Housing Repair Fund	5,000
American Legion Veteran Housing and Resource Center	950
Apple Health & Home Permanent Supportive Housing	95,750
Bayside Housing Project	2,500
Bridge Meadows	5,050
Bryant Manor Redevelopment	3,000
City of Port Angeles Multifamily Housing Pipeline	2,050
Farmworker Housing	5,000
Hillsdale Town	1,750
Homeownership	72,500
Homestead Community Land Trust	8,050
Hummingbird Village Site Acquisition and Capital Development	3,050
Intellectual and Developmental Disabilities Community	50,000
Kulshan View	443
Lincoln Street Studios	4,050
Maple Court Permanent Supportive Housing	4,250
Mary's Place Emergency Shelter	4,500
Mobile/Manufactured Home Infrastructure and Repairs	10,000
Mobile/Manufactured Home Parks	17,500
Montgomery Housing South Yakima Senior Housing	2,050
Multifamily/Rental Units	215,000
Orchard Gardens	2,500
Preconstruction/Tech Assistance	3,000
Preservation	50,000
Rapid Capital Acquisition	10,000
SPS Habitat Boulevard Affordable Homeownership Net Zero	5,050
St. Vincent de Paul Star of Hope	1,545
Thrive Center Tacoma	2,050
University of Washington Sunbreak Tower Affordable Housing	8,050
WELD Seattle Recovery Housing	2,050
YWCA North Central Washington	5,000
Total	605,238

To: Whatcom County Council

From: Whatcom County Housing Advisory Committee

Re: Recommendations for Supporting the Expansion of Year-Round Shelter Capacity in Whatcom County (Resolution 2024-036)

Date: xx/xx/xxxx

On July 23rd, 2024, the Whatcom County Council passed Resolution 2024-36, which declared a goal of functional zero unsheltered homelessness in Whatcom County within ten years, and expressed the Council's support for expansion of year-round shelter capacity.

The Resolution requested that the Whatcom County Housing Advisory Committee (WCHAC):

- Create a short-term subcommittee that sunsets December 31, 2025 to issue shelter recommendations
- Prepare a proposal for a severe weather shelter (completed September 2024)
- Prepare a proposal in consultation with the Executive to expand capacity for year-round shelter (included in this memo)
- Provide recommendations to the Comprehensive Plan specifically addressing homelessness and shelter capacity and related zoning and land use policies and regulations (completed March 2024)
- Review and provide input and direction on the county's upcoming Local 5-Year Homeless Housing Plan (in progress, expected completion December 2025)

The proposal included in this memo may inform the Comprehensive Plan and Local 5-Year Homeless Housing Plan, which the WCHAC will review and make recommendations on during 2025.

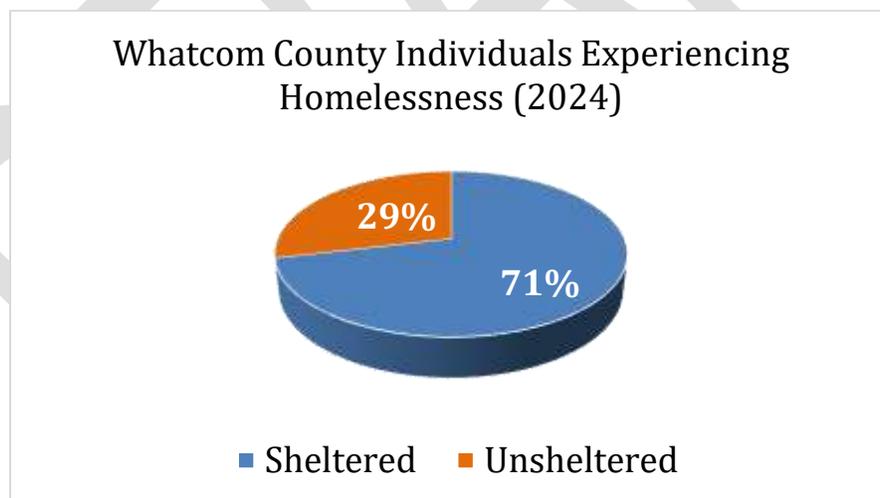
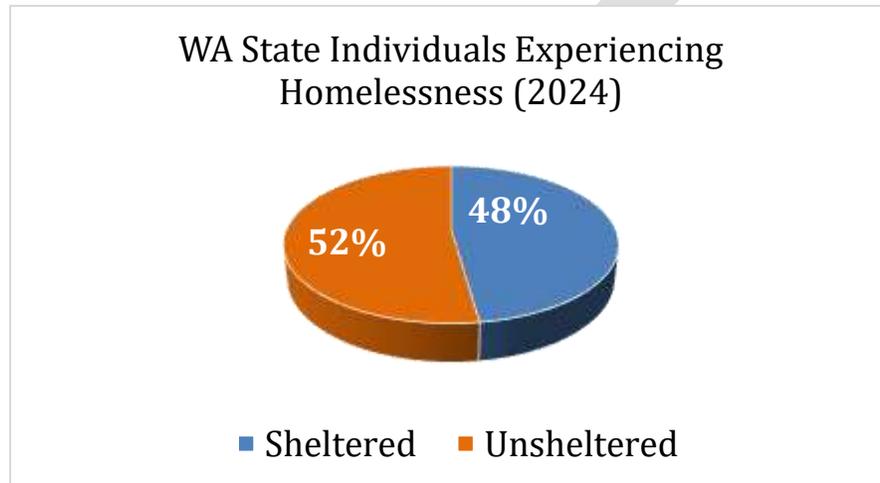
On August 8, 2024 the WCHAC met and created the Shelter Subcommittee. The Subcommittee has 13 positions, including representation from homeless service/shelter providers, people with lived experience, homeless outreach providers, the small cities of Whatcom County, the City of Bellingham, indigenous groups, homeless youth representatives, and first responders.

The WCHAC assigned the Subcommittee two tasks:

1. Deliver recommendations for a County-run severe weather shelter by September 30, 2024.
 - a. The Subcommittee completed this task and delivered it to WCHAC on September 23, 2024
 - b. The WCHAC held a special meeting on September 26, 2024 to discuss and approve the Subcommittee's recommendations
 - c. A Memo titled "Severe Weather and Winter-specific Shelter Update and Recommendations for a County-run Severe Weather Shelter (Resolution 2024-036), Supporting the Expansion of Year-Round Shelter Capacity in Whatcom County" was delivered to Council on September 30, 2024 (see attachment)
2. Deliver a proposal to reduce unsheltered homelessness and expand year-round emergency shelter, to be completed by December 31, 2025 (this memo).

Existing shelter resources and current state of homelessness

Whatcom County, like most counties in the State, has experienced an increase in the number of unsheltered people experiencing homelessness over time. Based on the surveys completed for the 2025 Whatcom County Point in Time Count, more than 450 people were experiencing homelessness and sheltered, and more than 300 people were without shelter. Point in Time Count data show that in Whatcom County, the percentage of people experiencing homelessness that are unsheltered is significantly less than the statewide rate. 2024 data was used for this comparison because statewide Point in Time Count results are not yet available for 2025.



Agencies that provide year-round shelter beds include the Lighthouse Mission Ministries, DVSAS, Sun Community Service, YWCA, Northwest Youth Services, Road2Home, and HomesNOW!. Day use facilities are more limited, but include the Way Station, Northwest Youth Services Ground Floor, and Recovery Café. Outreach programs include the Opportunity Council Homeless Outreach Team, Road 2 Home Ally, Northwest Youth Services, and Ferndale Community Services. This past winter season, the County, Ferndale Community Services, and Lighthouse Mission Ministries offered additional beds during severe weather events. There is

also a variable amount of motel vouchers available through different agencies, some of which have been seasonally scaled up and down over the past few years.

Since this Resolution was adopted, Lighthouse Mission Ministries closed the shelter on Cornwall Ave., decreasing low barrier shelter capacity, but opened their new shelter, increasing overall capacity through their enhanced shelter program. Additionally, the YWCA opened a new 19-unit shelter for women and children with help from the City of Bellingham and the County.

For a more thorough description of the current state of homelessness in Whatcom County and a plan to reduce homelessness over the next 5 years, please see the Local Plan to End Homelessness, which is being developed by Whatcom County Health and Community Services in conjunction with the Whatcom County Housing Advisory Committee.

Even with these existing resources, there is not enough shelter for everyone that is unsheltered. We want to underscore the primary importance of maintaining the existing shelter resources in the community, in addition to considering additional resources. This memo provides several options that the County might use to provide more shelter for people experiencing homelessness.

Proposal for addressing unsheltered homelessness and expanding year-round emergency shelter in Whatcom County

The resolution requested a number of items to be included in the proposal, including consideration of different types of shelters, different populations, and a budget impact. The proposal considers:

- Supported and secured emergency rest areas and the following shelter types: tiny houses, micro shelters, and congregate shelter.
- Single adults, families with children, unaccompanied minors, young adults (18-24), seniors, people fleeing domestic violence, people with severe mental illness, people with substance use disorder, and veterans.
- Budget impacts, including estimated start-up and operating costs for each shelter, and funding considerations. Note: the operating cost estimates are for building and maintaining the site, and do not include case management and supportive services.

The proposal is organized by type of shelter, with the least cost and fastest deployment option listed first, followed by the more expensive, longer-term recommendations.

We recommend that the County improve its shelter network by investing in supported and secured emergency rest areas and shelter solutions such as tiny house village(s), micro shelter(s), and congregate shelter concurrently. Supported and secured emergency rest areas and shelters should be:

- distributed throughout the county, including the City of Bellingham, the small cities, and unincorporated Whatcom County
- multi-use, inclusive, and adaptable to fill current and future needs, such as severe weather sheltering, day use, and emergency overnight.

Funding and Resource Considerations

Expansion of year-round emergency shelter in Whatcom County will require both start-up capital costs and ongoing operational funding. These costs are highly variable based on the project design, number of guests served, and population(s) served.

There are funding sources appropriate for initial capital costs that are currently managed by Whatcom County Health and Community Services. Funds made available for land acquisition and capital projects for shelter will reduce capacity to financially support development of affordable housing, unless new funding is made available.

There is currently no designated funding set aside for the ongoing operations for these recommendations, and diverting funding from existing housing and homeless service programs could destabilize current efforts. Emergency shelter is essential for survival, and must be balanced with ongoing investment in permanent solutions. New funding for ongoing operations will be needed, with potential sources including local taxes, philanthropic donations, or state budget allocations. Each of the below options are scalable and can be implemented in tandem with the others based on available and secured resources.

Given the strain on the current local homeless housing system, it is important for the County to invest in expanding the network of emergency shelter providers. This expansion includes building relationships with identified groups both locally and in nearby communities, and providing technical and financial assistance to help new organizations emerge and effectively operate these shelters.

Option 1: Supported and secured emergency rest areas to reduce dispersed homelessness and initiate service delivery

Definition: A designated plot of land offering a safe and secure area for camping and/or parking. Restrooms, utilities, solid waste disposal, and other very basic needs may be provided on-site. The operational costs below describe staff and security costs for overnight operations.

Goals/Benefits: Begin improving health and wellbeing of neighbors experiencing homelessness, reduce exposure to theft and violence, improve individual, environmental, and community health, build trust with service providers that can be leveraged to meaningful service connections (light-touch case management to address unmet medical, social, and economic needs), help people feel safe and secure so they can focus on their next step toward housing stability, help service providers locate people when they are prioritized for housing program openings.

Considerations: On-site security may be necessary to create space between service provision and enforcement; strong oversight will be required to ensure that the provided space does not duplicate the activities and behaviors seen within encampments; minimum services needed include garbage and solid waste disposal, hygiene facilities including portable toilets and/or bathroom facility, clean water, electricity

Examples:

Location Details	Appropriate Populations	Capacity	Staff Needs	Estimated Start-up Cost	Estimated Annual Operational Cost
Fenced parking lot or open area - unidentified	High Barrier (background checks, substance free)	30 people	1 FTE day only with full-time security	\$1-2M	\$300k
Fenced parking lot or open area - unidentified	Medium Barrier (substance free)	30 people	1.5 FTE with full-time security		\$450k

Fenced parking lot or open area - unidentified	Low Barrier	30 people	3 FTE with full-time security		\$600k
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Option 2: Tiny House Village(s)

Definition: A planned community of small, individual housing units designed to provide temporary shelter, transitional, and in some cases permanent housing for people experiencing homelessness. Permanent dwellings require access to water in-unit versus shelter or transitional housing which do not.

Goals/Benefits: Adding to goals listed in above option, increased stability, increased access to individualized services (case management, supportive services), increased sense of belonging, improving health with separation from elements, greater consistency in community immersion, greater sense of home.

Considerations:

To be created and constructed in partnership with people who are unhoused. Costs could be reduced with a peer-to-peer operated model, and also reduced with the utilization of recycled materials and more accommodating land use policy, ADA units to accommodate people with varying needs.

Examples:

Location Details	Appropriate Populations	Capacity	Staff Needs	Estimated Start-up Cost	Estimated Annual Operational Cost
Fenced parking lot or open area, large warehouse, other vacant building	Low needs: single adults, adult couples, veterans using the HomesNow! model.	30-40 units	0 FTE	\$1.5 million – 2.5M Land: \$1 million Build: \$1.5 million	\$75k
Fenced parking lot or open area, large warehouse, other vacant building	Moderate needs: single adults, adult couples, veterans		5 FTE		\$700k
Fenced parking lot or open area, large warehouse, other vacant building	High needs: single adults, adult couples, veterans		8 FTE		\$1M
Fenced parking lot or open area, large warehouse, other vacant building	Young adult singles and couples only / Senior (55+) adult singles and couples only/ Veterans only		8 FTE		\$1M

Option 3: Low Barrier Overnight Congregate Shelter

Definition: Provides temporary housing in a communal setting with minimal requirements for entry, focusing on immediate access and support for individuals experiencing homelessness.

Goals/Benefits: Adding to goals listed in above options, increased community building, increased stability leading to greater opportunities, increased access to individualized services (case management, externally-provided supportive services on site), simplified and economic service delivery and facility management, opportunity for different accommodation types and

multi-purpose rooms, could create home-like setting to enhance dignity of shelter guests, space that can be multiuse with adequate staffing (overnight and daytime), scalable.

Considerations: Lack of privacy with some designs, separation between populations with different needs could be more difficult, high cost due to staffing/supervision needs, reliance on external community partnerships (i.e. behavioral health services provided on site, pathways to education and employment), zoning laws and neighborhood resistance dividing large groups (over 50) into different spaces, staff needs and cost estimates do not include daytime operations.

Examples:

Location Details	Appropriate Populations	Capacity	Staff Needs	Estimated Start-up Cost	Estimated Annual Operational Cost
Bellingham or small cities	Young Adults (18-24) or Adults Only (25 and older)	50 people	8 FTE	\$2-5M	\$1M
Bellingham or small cities	Adults Only (25 and older)	100 people	15 FTE	\$10-15M	\$2M
Bellingham or small cities	Adults Only (25 and older)	200 people	20-25 FTE	\$15-20M	\$3M

Option 4: Micro/Subpopulation Shelter(s)

Definition: A shelter focused on serving a specific subpopulation of people experiencing homelessness—such as veterans, families with children, unaccompanied youth, survivors of domestic violence, LGBTQ+ individuals, people with disabilities, or individuals with substance use or mental health challenges—by providing tailored accommodations, resources, and support services. A good example is the recent development of the YWCA shelter on Lakeway.

Goals/Benefits: Adding to goals in above options, community building, increased stability, increased access to individualized services (case management, supportive services), dignity – shelter is a basic human need, space and services are tailored to the subpopulation being served, less of an institutional feeling

Considerations: Non-traditional buildings (old motels, houses, 4-plexes), small cities with the greatest need, subpopulations with the greatest need, expand programs that already exist, zoning laws

Examples:

Location Details	Appropriate Populations	Capacity	Staff Needs	Estimated Start-up Cost	Estimated Annual Operational Cost
Could be in Bellingham, but there is a great need for shelters in small cities; non-traditional set ups (repurposing existing buildings)	Families with children, large families, people fleeing domestic violence (DV), pregnant people, people with SUD or SMI, young	8-20 households	5-8 FTE	\$3-6M	\$1M

like motels, offices)	adults, youth/minors				
Existing large single-family home with 5+ bedrooms	Families, survivors of DV, adults with mental illness; young adults, youth/minors, adults recovering from SUD	5-8 households	3-6 FTE	\$2-3M	\$800k
Existing small apartment complex (4-8 units)	Families, survivors of DV, adults with mental illness; adults recovering from SUD	5-8 households	3-6 FTE	\$3-4M	\$800k

Budget numbers for all of these options are ballpark only, and would need modification and refinement based on the specific shelter model. If additional funding is made available, more specific recommendations on these four shelter types can be developed that look at what is possible given the available budget. The current priority should be to ensure the community does not lose any ground with regard to the existing day and overnight shelters, and current funding for affordable housing, in the midst of potential State, County, and City budget cuts.

This memo signifies the conclusion of the Shelter Subcommittee’s work to deliver recommendations on expanding year-round shelter in Whatcom County. We appreciate the opportunity to make this recommendation to the Council, and are happy to provide more information or answer questions from Councilmembers.

On DATE ____ 2025 the above recommendations were forwarded to the WCHAC and the WCHAC approved the recommendations on DATE ____.

BHA LIHTC 2025 QTR 1 Financial Data

	Reserve Balances		Asset Performance - Total Revenue vs Budgeted Revenue -1st Quarter				Percent Revenue Variance	# of Units	Expense Cost Per Unit - Total Costs / Total Units	2025 Annual Budgeted Revenue
	Replacement	Operating	Actual	Balance	Payment Plan	Budget				
Northwest Corner	\$1,644,585	\$0	\$1,826,853.00	\$487,707.67	5	\$1,748,567	4%	469	\$ 3,895.21	\$6,872,315
Bakerview Redevelopment	\$242,292	\$237,000	\$278,932.50	\$140,824	4	\$296,117	-6%	96	\$ 2,905.55	\$1,200,954
Laube Hotel	\$217,547	\$0	\$84,228.78	\$32,109	0	\$72,670	16%	23	\$ 3,662.12	\$300,613
Laurel Village	\$17,589	\$55,243	\$197,102.75	\$133,796	0	\$198,487	-1%	51	\$ 3,864.76	\$814,758
Meadow Wood Townhomes	\$34,832	\$71,192	\$239,654.00	\$51,250	0	\$213,226	12%	51	\$ 4,699.10	\$860,795
Meadow Wood 2	\$63,035	\$25,835	\$114,136.00	\$15,309	0	\$94,687	21%	25	\$ 4,565.44	\$385,161
Oakland Building	\$67,178	\$59,630	\$59,791.69	\$74,932	0	\$37,197	61%	25	\$ 2,391.67	\$157,831
Orleans Place	\$280,995	\$0	\$129,583.00	\$43,910	0	\$149,746	-13%	24	\$ 5,399.29	\$609,140
River House	\$263,988	\$0	\$162,942.00	\$4,869	2	\$154,197	6%	50	\$ 3,258.84	\$635,039
Samish Commons A	\$100,294	\$179,596	\$196,463.46	\$54,154	0	\$216,168	-9%	69	\$ 2,847.30	\$891,097
Samish Commons B	\$21,172	\$77,500	\$196,522.67	\$76,352	0	\$178,831	10%	53	\$ 3,707.97	\$721,757
Samish Commons C	\$28,766	\$0	\$164,775.00	\$89,446	0	\$159,163	4%	49	\$ 3,362.76	\$654,042
Walton Place	\$334,688	\$0	\$223,518.00	\$20,064	0	\$186,390	20%	51	\$ 4,382.71	\$763,555
Walton Place 2	\$202,496	\$170,620	\$152,405.97	\$68,297	0	\$132,405	15%	40	\$ 3,810.15	\$543,502
Willow Creek	\$20,480	\$20,480	\$39,810.00	\$37,389	0	\$42,438	-6%	16	\$ 2,488.13	\$176,007
		Totals:	\$4,066,718.82	\$1,330,410	11	\$3,880,289	5%			

**BHA LIHTC 2025 QTR 1
Audits / Reviews / Inspections**

Property Reviewed	Date	Auditor/Reviewer	Type of Review	Status / Score / Comment
Deer Run Terrace				
Harborview	12/16/2024	COB/ Nspire	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete.
Orleans Place				
Laube Hotel				
Laurel Village				
Meadow Wood I				
Meadow Wood II	1/9/2025	COB/ Nspire	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete.
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	1/10/2025	COB/ Nspire	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete.
Prince Court				

LIHTC Portfolio
1st Quarter 2025 Report - Occupancy

LIHTC Portfolio 1st Quarter 2025 Report - Occupancy								
Property	Total Apts.	Average Physical Occupancy	Average Percent Occupied	January	February	March		
Bridge Creek	31	30	98%	31	30	30		
Cascade Meadows	216	208	96%	208	208	207		
Creekside	20	20	100%	20	20	20		
Deer Run Terrace	42	42	99%	42	42	41		
Fernview	30	30	99%	30	30	29		
Harborview	18	17	94%	17	17	17		
Heather Commons I	24	23	97%	24	23	23		
Heather Commons II	14	12	88%	12	12	13		
Laube Hotel	20	18	88%	17	17	19		
Laurel Village	51	48	93%	47	47	49		
Meadow Wood	51	49	95%	48	49	49		
Meadow Wood 2	25	23	91%	24	22	22		
Oakland Building	20	19	97%	20	19	19		
Orleans Place	24	21	89%	21	21	22		
Pacific Rim	132	127	96%	126	128	127		
Prince Court	25	25	100%	25	25	25		
River House	50	50	100%	50	50	50		
Seabreeze	11	11	100%	11	11	11		
Samish Commons A	69	64	92%	63	64	64		
Samish Commons B	53	52	97%	51	52	52		
Samish Commons C	49	46	94%	45	48	45		
Walton Place	51	50	98%	50	50	50		
Walton Place Two	40	39	97%	39	39	38		
Willow Creek	16	14	90%	15	14	14		
Total	1082	1037	96%					

JANUARY THROUGH MARCH 2025

Turnover Stats

LIHTC Portfolio 1st Quarter Report 2025 Jan.-March

Property	Total Apts	Total Number of Unit Turns	% of Units Turned	Average Days to turn Apt.	Average Days Vacant	Comment
Bridge Creek	31	1	3%	5		1 unit still vacant with pending applicant
Cascade Meadows	216	6	3%	5	43	
Creekside	20	0	0%	0		
Deer Run Terrace	42	0	0%	0		
Fernview	30	0	0%	0		
Harborview	18	0	0%	0		
Heather Commons I	24	1	4%	5	14	
Heather Commons II	14	1	7%	5		
Laube Hotel	20	0	0%	0		
Laurel Village	51	0	0%	0		
Meadow Wood 1	51	0	0%	0		
Meadow Wood 2	25	2	8%	10	14	
Oakland Building	20	2	10%	2	14	
Orleans Place	24	2	8%	7	28	
Pacific Rim	132	4	3%	5	42	
Prince Court	25	0	0%	0		
River House	50	0	0%	0		
Samish Commons A	69	2	3%	2	58	Trash out units- Very bad condition
Samish Commons B	53	0	0%	0	0	
Samish Commons C	49	2	4%	2	42	Meth unit- 504
Seabreeze	11	0	0%	0		
Walton Place	51	0	0%	0		
Walton Place Two	40	0	0%	0		
Willow Creek	16	1	6%	10		
	1082	24				

LIHTC Portfolio
Work Order Statistics - 1st QTR 2025

Property	Total Apts	Work Orders at End of 1st QTR 2025	New Work Orders 1st QTR 2025	Work Orders Closed During 1st QTR 2025	Pending Work Orders as of 3/31/2025	New Work Order v. Unit Ratio	% New Work Orders in Relationship to Portfolio
Bridge Creek	31	59	43	16	16	139%	5%
Cascade Meadows	216	213	114	114	99	53%	13%
Creekside	20	0	0	2	2	0%	0%
Deer Run Terrace	42	15	10	10	5	24%	1%
Fernview	30	17	11	14	3	37%	1%
Harborview	18	9	6	16	25	33%	1%
Heather Commons I	24	10	21	1	11	88%	2%
Heather Commons II	14	4	26	34	38	186%	3%
Laube Hotel	20	2	6	7	9	30%	1%
Laurel Village	51	12	15	10	2	29%	2%
Meadow Wood 1	51	75	15	16	59	29%	2%
Meadow Wood 2	25	19	8	2	17	32%	1%
Oakland Building	20	6	8	9	15	40%	1%
Orleans Place	24	21	2	1	20	8%	0%
Pacific Rim	132	36	10	56	92	8%	1%
Prince Court	25	10	7	10	20	28%	1%
River House	50	2	3	6	8	6%	0%
Samish Commons a	69	17	10	45	62	14%	1%
samish commons b	53	8	16	28	36	30%	0%
samish commons c	49	28	15	15	43	31%	0%
Seabreeze	11	0	0	4	4	0%	0%
Walton Place	51	9	3	18	27	6%	0%
Walton Place Two	40	4	1	6	10	3%	0%
Willow Creek	16	0	2	11	11	13%	0%

1082 576 352 451 634

Special Projects:	

LIHTC Portfolio
1st Quarter Report 2025

Capital Improvements

LIHTC Portfolio 1st Quarter Report 2025

Property	Cap X Projects Completed	Cost	Budget	Variance	Comment
Bridge Creek				\$0.00	
Cascade Meadows				\$0.00	
Creekside				\$0.00	
Deer Run Terrace	Dead tree removal	\$2,180.00	\$0.00	-\$2,180.00	Dead - Homeless had camp fire set up multiple times under tree. Needed removed before accidental fire
Fernview				\$0.00	
Harborview	Gutter Cleaning- Inspection tree trim	\$3,387.00	\$1,000.00	-\$2,387.00	Annual Service for Gutter- Tree trim needed on inspection- not budgeted
Heather Commons I	Vent cleaning/ Gutter Cleaning	\$1,400.00	\$3,000.00	\$1,600.00	Annual Service
Heather Commons II	Vent cleaning/ Gutter Cleaning	\$817.00	\$1,500.00	\$683.00	Annual Service
Laube Hotel				\$0.00	
Laurel Village				\$0.00	
Meadow Wood					
Meadow Wood 2					
Oakland Building					
Orleans Place					
Pacific Rim					
Prince Court					
River House					
Samish Commons	Front door SCA repair operator	\$7,937.00	\$0.00	-\$7,937.00	Not budgeted but emergency
Seabreeze					
Walton Place				\$0.00	
Walton Place Two				\$0.00	
Willow Creek				\$0.00	

**Bellingham Housing Authority
1st Quarter Budget to Actual
3/31/2025**

Bellingham Housing Authority All Funds										
		Month to Date	Month to Date	Variance	% Var	Year to Date Actual	Year to Date	Variance	% Var	Annual Budget
		Actual	Budget				Budget			
Income										
Rental Income	2	275,569.02	259,065.30	16,503.72	6.37	780,831.03	777,195.90	3,635.13	0.47	3,108,783.71
Other Tenant Income	3	8,628.39	7,467.73	1,160.66	15.54	27,435.56	22,403.19	5,032.37	22.46	89,612.88
Grant Income	4	2,458,070.59	2,256,822.91	201,247.68	8.92	7,569,783.50	6,770,468.73	799,314.77	11.81	27,081,874.89
Fee Income	5	216,518.65	198,136.20	18,382.45	9.27	399,049.22	594,408.60	-195,359.38	-32.87	2,377,634.25
Grounds Income	6	31,906.31	31,906.36	-0.05	0.00	87,422.39	95,719.08	-8,296.69	-8.67	382,876.31
Other Income	7	119,202.65	107,729.22	11,473.43	10.65	161,476.78	323,187.66	-161,710.88	-50.04	1,292,750.55
Total Income		3,109,895.61	2,861,127.72	248,767.89	8.7%	9,025,998.48	8,583,383.16	442,615.32	5.2%	34,333,532.59
Expense										
Administrative Expense	8	246,146.45	448,760.46	202,614.01	45.15	1,310,317.89	1,346,281.38	35,963.49	2.67	5,385,125.03
Tenant Services Expense	9	4,769.48	3,175.20	-1,594.28	-50.21	6,290.16	9,525.60	3,235.44	33.97	38,102.46
Utility Expense	10	80,803.72	72,304.62	-8,499.10	-11.75	244,225.18	216,913.86	-27,311.32	-12.59	867,655.33
Maintenance Expense	11	200,512.92	259,395.04	58,882.12	22.70	773,153.54	778,185.12	5,031.58	0.65	3,112,740.11
General Expense	12	26,979.58	34,664.97	7,685.39	22.17	87,624.59	103,994.91	16,370.32	15.74	415,979.62
Housing Assistance Expense	13	2,198,072.00	1,923,065.73	-275,006.27	-14.30	6,475,528.00	5,769,197.19	-706,330.81	-12.24	23,076,788.80
Other Expenses	14	7,277.87	66,020.96	58,743.09	88.89	38,621.74	198,062.88	159,441.14	80.50	792,251.56
Total Expense		2,764,562.02	2,807,386.98	42,824.96	1.53	8,935,761.10	8,422,160.94	-513,600.16	-6.10	33,688,642.91
Net Income		2,764,562.02	2,807,386.98	42,824.96		8,935,761.10	8,422,160.94	-513,600.16		644,889.68

Bellingham Housing Authority Public Housing and COCC										
		Month to Date	Month to Date	Variance	% Var	Year to Date Actual	Year to Date	Variance	% Var	Annual Budget
		Actual	Budget				Budget			
Income										
Rental Income		216,772.32	208,666.55	8,105.77	3.88	599,250.09	625,999.65	-26,749.56	-4.27	2,503,998.63
Other Tenant Income		8,628.39	7,424.01	1,204.38	16.22	27,435.56	22,272.03	5,163.53	23.18	89,088.19
Grant Income		100,959.00	103,910.25	-2,951.25	-2.84	314,510.78	311,730.75	2,780.03	0.89	1,246,923.00
Fee Income		197,085.23	180,467.47	16,617.76	9.21	365,965.12	541,402.41	-175,437.29	-32.40	2,165,609.48
Grounds Income		31,906.31	31,906.36	-0.05	0.00	87,422.39	95,719.08	-8,296.69	-8.67	382,876.31
Other Income		98.65	14,127.83	-14,029.18	-99.30	637.83	42,383.49	-41,745.66	-98.50	169,534.00
Total Income		555,449.90	546,502.47	8,947.43	1.64	1,395,221.77	1,639,507.41	-244,285.64	-14.90	6,558,029.61
Expense										
Administrative Expense		129,416.86	196,081.75	66,664.89	34.00	615,940.75	588,245.25	-27,695.50	-4.71	2,352,980.68
Tenant Services Expense		650.00	591.67	-58.33	-9.86	1,755.00	1,775.01	20.01	1.13	7,100.00
Utility Expense		74,436.90	57,102.75	-17,334.15	-30.36	225,218.49	171,308.25	-53,910.24	-31.47	685,232.87
Maintenance Expense		190,609.57	252,463.59	61,854.02	24.50	703,008.51	757,390.77	54,382.26	7.18	3,029,562.89
General Expense		21,095.35	28,006.09	6,910.74	24.68	56,823.32	84,018.27	27,194.95	32.37	336,073.06
Total Expense		416,208.68	534,245.85	118,037.17	22.09	1,602,746.07	1,602,737.55	-8.52	0.00	6,410,949.50
Net Income		139,241.22	12,256.62	126,984.60		-207,524.30	36,769.86	-244,294.16		147,080.11

Bellingham Housing Authority HCV (Section 8)

	Month to Date Actual	Month to Date Budget	Variance	% Var	Year to Date Actual	Year to Date Budget	Variance	% Var	Annual Budget
Income									
Rental Income	20.10	0.00	0.00		55.32	0.00	55.32	0.47	0.00
Other Tenant Income	0.00	0.00	0.00	N/A	248.00	0.00	248.00	100.00	0.00
Grant Income	2,357,111.59	2,152,912.66	204,198.93	9.48	7,255,272.72	6,458,737.98	796,534.74	12.33	25,834,951.89
Fee Income	0.00	859.95	-859.95	-100.00	0.00	2,579.85	-2,579.85	-100.00	10,319.40
Other Income	9,542.00	3,933.51	5,608.49	142.58	49,257.34	11,800.53	37,456.81	317.42	47,202.02
Total Income	2,366,673.69	2,157,706.12	208,947.47	9.7%	7,304,833.38	6,473,118.36	831,715.02	12.8%	25,892,473.31
Expense									
Administrative Expense	72,596.50	173,077.63	100,481.13	58.06	524,194.35	519,232.89	-4,961.46	-0.96	2,076,931.43
Tenant Services Expense	0.00	1,836.87	1,836.87	100.00	0.00	5,510.61	5,510.61	100.00	22,042.49
Maintenance Expense	474.76	492.74	17.98	3.65	1,797.33	1,478.22	-319.11	-21.59	5,912.87
General Expense	-1,065.57	472.14	1,537.71	325.69	767.29	1,416.42	649.13	45.83	5,665.64
Housing Assistance Expense	2,198,072.00	1,923,065.73	-275,006.27	-14.30	6,475,528.00	5,769,197.19	-706,330.81	-12.24	23,076,788.80
Other Expenses	0.00	0.00	0.00		0.00	0.00	0.00		0.00
Total Expense	2,270,077.69	2,098,945.11	-171,132.58	-8.15	7,002,286.97	6,296,835.33	-705,451.64	-11.20	25,187,341.23
Net Income	96,596.00	58,761.01	37,834.99		302,664.41	176,283.03	126,381.38		705,132.08

Bellingham Housing Authority Local Fund

	Month to Date Actual	Month to Date Budget	Variance	% Var	Year to Date Actual	Year to Date Budget	Variance	% Var	Annual Budget
Income									
Nondwelling income	33,751.09	37,359.17	-3,608.08	-9.65	98,421.96	112,077.51	-13,655.55	-12.18	448,310.08
Management Fee Income	19,433.42	16,808.78	2,624.64	15.61	33,084.10	50,426.34	-17,342.24	-34.39	156,475.00
Other Income	134,587.51	102,707.46	31,880.05	31.04	194,319.27	308,122.38	-113,803.11	-36.93	1,278,244.59
Total Income	187,772.02	156,875.41	30,896.61	19.66	325,825.33	470,626.23	-144,800.90	-30.79	1,883,029.67
Expense									
Administrative Expense	44,133.06	79,601.08	35,468.02	44.56	170,182.76	238,803.24	68,620.48	28.74	955,212.92
Tenant Services	4,119.48	746.66	-3,372.82	-451.72	4,535.16	2,239.98	-2,295.18	-102.46	8,959.97
Utility Expense	6,366.82	15,201.87	8,835.05	58.12	19,006.69	45,605.61	26,598.92	58.32	182,422.46
Maintenance Expense	9,428.59	6,438.71	-2,989.88	-46.44	68,347.70	19,316.13	-49,031.57	-253.84	77,264.35
General Expense	6,949.80	6,186.74	-763.06	-12.33	30,033.98	18,560.22	-11,473.76	-61.82	74,240.92
Other Expenses	7,277.87	66,020.96	58,743.09	88.97	38,621.74	198,062.88	159,441.14	80.50	792,251.56
Total Expense	78,275.62	174,196.02	95,920.40	55.06	330,728.03	522,588.06	191,860.03	36.71	2,090,352.18
Net Income	109,496.40	-17,276.89	126,773.29		-4,902.70	-51,830.67	46,927.97		-207,322.51

BELLINGHAM HOUSING AUTHORITY
Statement of Net Position
3/31/2025

		12/31/2024	3/31/2025	\$ Change	% Change
ASSETS					
<i>Current Assets</i>					
Cash and cash equivalents	1	\$ 15,227,580	\$ 15,474,336	246,756	2%
Restricted cash - tenant security deposits	2	310,413	310,450	37	0%
Restricted cash - other	3	1,720,477	1,724,127	3,650	0%
Accounts receivable (net)					
Tenants	4	442,763	429,265	(13,498)	-3%
Fraud recovery	5	2,825	2,825	-	0%
Miscellaneous	6	1,060,575	424,826	(635,749)	-60%
Current portion of notes receivable					
Component units	7	334,949	334,949	-	0%
Short term lease	8	204,337	204,337	-	0%
Prepaid expenses	9	287,206	410,659	123,453	43%
Inventories	10	23,385	23,385	-	0%
Total Current Assets		<u>19,614,510</u>	<u>19,339,160</u>		
<i>Non-Current Assets</i>					
Restricted investments					
Accrued interest receivable	11	11,823,629	11,898,054	74,425	1%
Notes receivable					
Component units	12	74,453,965	74,453,965	-	0%
Long term lease receivable	13	1,852,497	1,852,497	-	0%
Investment in tax credit partnerships	14	6,318,316	6,318,316	-	0%
Net Pension Asset	15	762,872	762,872	-	0%
Capital assets					
Non-depreciable	16	6,346,424	6,346,424	-	0%
Net depreciable	17	39,230,733	39,278,369	47,636	0%
Total Non-Current Assets		<u>140,788,436</u>	<u>140,910,498</u>		
Total Assets		<u><u>160,402,946</u></u>	<u><u>160,249,657</u></u>		
<i>Deferred Outflows of Resources</i>					
Amounts related to pensions	18	1,194,394	1,194,394	-	0%
Amounts related to OPEB	19	16,832	16,832	-	0%
Total Deferred Outflows of Resources		<u>1,211,226</u>	<u>1,211,226</u>		
LIABILITIES					
<i>Current Liabilities</i>					
Accounts payable	20	745,525	688,677	(56,848)	-8%
Tenant security deposits	21	333,029	334,729	1,700	1%
Unearned revenues	22	303,946	316,083	12,137	4%
Accrued liabilities - other	23	365,633	343,905	(21,728)	-6%
Short term lease liability	24	34,022	34,022	-	0%
Short term compensated absences	25	429,923	429,923	-	0%
Current portion of long term debt					
Capital projects	26	1,111,944	1,104,262	(7,682)	-1%
Component units	27	355,078	355,078	-	0%
Total Current Liabilities		<u>3,679,100</u>	<u>3,606,679</u>		
<i>Non-Current Liabilities</i>					
Accrued interest payable	28	850,020	830,474	(19,546)	-2%
Bonds, notes and loans payable					
Capital projects	29	23,150,890	23,150,890	-	0%
Component units	30	29,098,862	29,098,862	-	0%
Accrued compensated absences	31	312,987	312,987	-	0%
Long term lease liability	32	42,729	42,729	-	0%
Other post employment benefits	33	1,799,945	1,799,945	-	0%
Net pension liability	34	308,043	308,043	-	0%
Total Non-Current Liabilities		<u>55,563,477</u>	<u>55,543,930</u>		
Total Liabilities		<u><u>59,242,577</u></u>	<u><u>59,150,610</u></u>		
<i>Deferred inflows of resources</i>					
Amounts related to pensions	35	374,280	374,280	-	0%
Amounts related leases	36	1,951,495	1,951,495	-	0%
Total Deferred Inflows of Resources		<u>2,325,775</u>	<u>2,325,775</u>		
NET POSITION					
Net investment in capital assets		21,314,323	21,369,641		
Restricted		2,460,732	2,694,539		
Unrestricted		76,270,765	75,920,318		
Total Net Position		<u><u>\$ 100,045,820</u></u>	<u><u>\$ 99,984,498</u></u>		

Bellingham Housing Authority

1st Quarter 2025 Financial Report

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

Variances of Year to Date over 10% explained:

Revenue Variances

Other tenant Income (line 3) (22.46%)

This balance consists of laundry and vending, cleaning fees, damages, late charges, and legal fees. This income line can change drastically over time. Most of the increase is in cleaning fees and damages fees.

Grant Income (line 4) (11.81%)

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

Fee Income (line 6) (-32.87%)

Fee income consists of asset management fees, program management fees, booking fees and fee for service – maintenance. Overall, our fee income is on par for the month, however, we are down for the quarter. Much of the decrease is in maintenance fee for service (FFS). FFS maintenance gets booked from our work orders and they are date driven. We expect these work orders to increase in the second quarter.

Other Income (line 7) (-50.04%)

Other income consists of miscellaneous income, developer fees, cash flow waterfall, and insurance proceeds. Most of the budgeted balance is the cash flow waterfall, which we recognized in April. We expect this line to change dramatically in the next quarterly report.

Expenditure Variances

Tenant Services (line 9) (33.97%)

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

Utility (line 10) (-12.59%)

We are seeing increases in utility costs across the board. We budgeted a 3-year average with a 3% increase. We also routinely see increased costs in the colder months.

General Expenses (line 12) (15.74%)

Bad debt was lower than expected in the first quarter.

Housing Assistance Payments (line 13) (-12.24%)

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

Other Expenses (line 14) (80.50%)

We budgeted 715,000 for the purchase of land at King Mountain. Our budget allocates expenses by month. The variance in the first quarter budget for other expenses reflects the purchase expense.

Analysis – Statement of Net Position

Variations over 10% explained:

Miscellaneous Receivables (line 6) (61%)

The reduction of the miscellaneous accounts receivable is the result of collecting balances from 2024. The majority of this was HUD receipts consisting of \$458,000 in additional Mainstream funding. The reduction also reflects grounds receipts and reimbursements from the Samish Condo Association.

Prepaid Expenses (line 9) (43%)

The increase is primarily the result of our annual HAARP insurance payment. We pay the insurance and allocate it over the course of the year.



Office of Mayor Kim Lund
City of Bellingham

March 21, 2025

Alana Pattermann
2476 McKenzie Avenue
Bellingham, WA 98225

RE: Bellingham Housing Authorities Board of Commissioners

Dear Alana:

It is with great pleasure to inform you that I am officially reappointing you to the Bellingham Housing Authorities Board of Commissioners. The Bellingham City Council will be informed of your appointment at their April 14, 2025, meeting. This is your first full term, which will expire on March 18, 2030. The Whatcom County Executive will be appointing you to the Whatcom County Housing Authority Board of Commissioners.

Thank you for sharing your time and talents to help improve the quality of life in our community. We are looking forward to your continued contributions to this group.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Lund".

Kim Lund
Mayor

jlk

cc: Andrew Calkins, Bellingham-Whatcom County Housing Authority
Satpal Singh Sidhu, Whatcom County Executive



Satpal Singh Sidhu
Whatcom County Executive



April 15, 2025

Alana Pattermann
2476 McKenzie Avenue
Bellingham, WA 98225

Dear Ms. Pattermann:

I am pleased to inform you that I am reappointing you to the Whatcom County Housing Authority Board of Commissioners. This is concurrent with your reappointment by the Bellingham Mayor to the Bellingham Housing Authority Board. The Whatcom County Council was informed of your reappointment at their regular meeting on April 15th. Your first full term will expire on April 30, 2030.

Thank you for your continued service and for sharing your time and talents with this significant board. Your contributions over your first term have been valuable, and we look forward to your continued involvement. If I can be of any assistance during your term of service, please feel free to contact me.

Sincerely,

Satpal Singh Sidhu
Whatcom County Executive

cc: Andrew Calkins, Housing Authority Director
Kim Lund, Bellingham Mayor



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 **05/20/2025** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **April 2025** described as follows:

Funds	Voucher Numbers	
Payroll 04/05/24:	<u>4621</u> to <u>4673</u>	\$ <u>136,417.40</u>
Payroll 04/19/24:	<u>4682</u> to <u>4733</u>	\$ <u>138,280.88</u>
BHA – Public Housing:	<u>1969</u> to <u>1973</u>	\$ <u>9,672.25</u>
Direct Deposit Checks	<u>1240</u> to <u>1247</u>	\$ <u>441.00</u>
Central Office/Maint. Fund:	<u>31740</u> to <u>31823</u>	\$ <u>289,736.81</u>
Section 8 Vouchers:	<u>128426</u> to <u>128752</u>	\$ <u>1,185,395.45</u>
Direct Deposit Checks	<u>88191</u> to <u>88299</u>	\$ <u>1,080,101.00</u>
BHA/Local Fund:	<u>10375</u> to <u>10387</u>	\$ <u>170,335.94</u>
Direct Deposit Checks	<u>96</u> to <u>99</u>	\$ <u>33,846.21</u>
WCHA – Public Housing:	<u>7675</u> to <u>7681</u>	\$ <u>675.00</u>
Direct Deposit Checks	<u>877</u> to <u>881</u>	\$ <u>562.00</u>
*Misc. ACH & Wire Transfers	<u>JV 24395</u> to <u>JV 24395</u>	\$ <u>-5,747.45</u>

Chair

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

BELLINGHAM HOUSING AUTHORITY
Board of Commissioners Regular Meeting
April 15, 2025

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, April 15, 2025 in a hybrid format. The meeting was called to order at 1:04 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 Dave Finet
Commissioner Stephen Gockley
Commissioner Alana Pattermann

Absent & Excused:

Commissioner Valerie Billmire
Commissioner Terry Bornemann

BWCHA Staff Presenters:

Lindsay Burmeister, Executive Services/HR Manager
Andrew Calkins, Executive Director
Tony Casale, Director of Development
Kate Donnelly, COO
Jana Robbins, Director of Finance

Guest Presenters:

None

PUBLIC COMMENT AND RESIDENT INPUT

Paul Moore – Washington Square – The Resident Council effort for the three public housing high-rises is on hold. The Washington Square newsletter will probably be eliminated, since BHA has indicated they're coming out with a newsletter. Thanks to volunteers, there will still be commodities distribution, continued efforts to replace flag, and the three annual barbecues, Memorial Day, Independence Day, and Labor Day.

Terry Scott – Samish Commons Tenant Association – Requests assistance for operational concerns at Samish Commons including drug use, security issues, and lease violations.

A. REPORTS

1. Executive Director Report: Attached to the Agenda
2. Board Retreat Summary: Attached to the Minutes
3. Finance Department Initiatives & Process Changes: Attached to the Agenda
4. 2024 BHA Financial Statements: Attached to the Agenda
5. Operations Report: Attached to the Agenda
6. Development Report: Attached to the Agenda

B. DISCUSSION / ACTION ITEMS

None

C. CONSENT ITEMS

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

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

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

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

AYES: Commissioner Dave Finet
Commissioner Stephen Gockley
Commissioner Alana Pattermann

NAYES: None

D. COMMISSIONER UPDATES

Commissioner Pattermann will be attending the Varsity Village quarterly tenant meeting this month.

E. ADJOURNMENT

The public meeting was adjourned at 2:31 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 Annual HR Report: Safety and Accident Prevention	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