



# Housing Authority of the City of Bellingham

Notice of Regular Board Meeting  
Bellingham Housing Authority Board of Commissioners  
July 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)
  - 2. Operations Report (Kate Donnelly, 20 minutes)
- D. DISCUSSION / ACTION
  - 1. Authorize an update to the Bellingham Housing Authority Bylaws  
Approve Resolution 2821 (Andrew Calkins, 10 minutes)
- E. CONSENT ITEMS
  - 1. Motion: Approve Cash Disbursements/Vouchers for the month of June 2025
  - 2. Motion: Approve Minutes for the month of June 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, July 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:** July 15th, 2025  
**Re:** Executive Director's Update

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### **Staffing Updates**

There are no staffing updates this month.

### **All Staff Agency Conflict Resolution Training**

On June 18<sup>th</sup>, all BWCHA staff convened for a Conflict Resolution & De-escalation Training from the Whatcom County Dispute Resolution Center (DRC). The session provided a great opportunity for staff to reflect on their experiences working through difficult situations, learn and share strategies, and spurred additional dialogue about following-up with additional trainings, such as trauma-informed care or physical safety training for certain terms. Thank you to Lindsay Burmeister for organizing these efforts.

### **Funding Applications**

Tony Casale and the Unity Street Redevelopment project team recently submitted an application to the Whatcom County Economic Development Investment (EDI) Board for \$1 million to support affordable housing construction. The EDI Board will meet in early August to make recommendations to County Council.

### **Federal Budget & Tax Reconciliation Bill**

At the federal level, House and Senate budget writers have not yet produced their own budget proposals for next year. The 2026 Federal Fiscal Year begins October 1, 2025.

In early July, Congress did approve a significant piece of domestic policy legislation through the reconciliation process that largely dealt with federal tax issues. Of note for the affordable housing industry, the bill includes:

- **4% LIHTC Program:** The reconciliation legislation permanently lowers the private activity bond (PAB) financing threshold from 50% to 25%. In practice, this will significantly increase the number of projects that can access the 4% housing tax credit since the limited supply of PABs can be used in more projects.
- **9% LIHTC Program:** Starting in 2026, the final reconciliation bill permanently increases 9% allocations for the LIHTC by 12%.

Novogradac has estimated that these provisions could result in the financing of an additional 1.22 million rental homes over ten years. The reconciliation legislation also made permanent the Opportunity Zone incentive program, with some regulatory changes.

### **Pursuit of New Financing Strategies**

In July, Tony Casale and myself met with members of KeyBanc’s Capital Markets team to discuss opportunities for BWCHA to leverage tax-exempt bonds to finance an acquisition/preservation strategy. Other PHAs in Washington and around the country have used this strategy, typically combined with an agency credit rating and general revenue pledge, to obtain low-cost and efficient financing to support workforce housing acquisitions.

To follow up on the Board Retreat’s direction to “explore the viability of pursuing an acquisition and preservation strategy, including financing,” staff will be bringing forward a work session on this topic area later this year.

### **City Council Action on Housing**

After many seasons of debate, Bellingham City Council approved an ordinance regulating fees for rental housing. The legislation seeks to create transparency and fairness for renters by describing which fees are allowable and how they must be communicated, banning certain types of fees, and limiting others (like move-in fees). BWCHA provided feedback on the legislation throughout the process which was incorporated in the final version. A Cascadia Daily Article on the legislation is attached.

### **Community Connections**

- In late June I met with Whatcom Transportation Authority’s (WTA) General Manager Les Reardanz to discuss opportunities to site affordable housing near transit, and future collaboration between BWCHA and WTA to better support residents.
- On July 9<sup>th</sup> I will meet with Opportunity Council’s Chief Financial Officer David Foreman to discuss long-term affordable housing preservation strategies for the community.
- The Whatcom County Housing Advisory Committee (WCHAC) will have a special meeting on July 24<sup>th</sup> to continue discussion on strategies included in the draft Whatcom County 5-year Homeless Housing Plan (2026-2030). The WCHAC subcommittee I am working with on this plan met July 7<sup>th</sup> to talk through some of the strategies.

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### **Attachments:**

- “No more ‘junk fees’ for Bellingham renters.” Cascadia Daily. June 24, 2025.
- “Funding secured to jumpstart senior housing projects in rural Whatcom County.” MyBellinghamNow.com. June 20, 2025.

# CASCADIA **DAILY** NEWS

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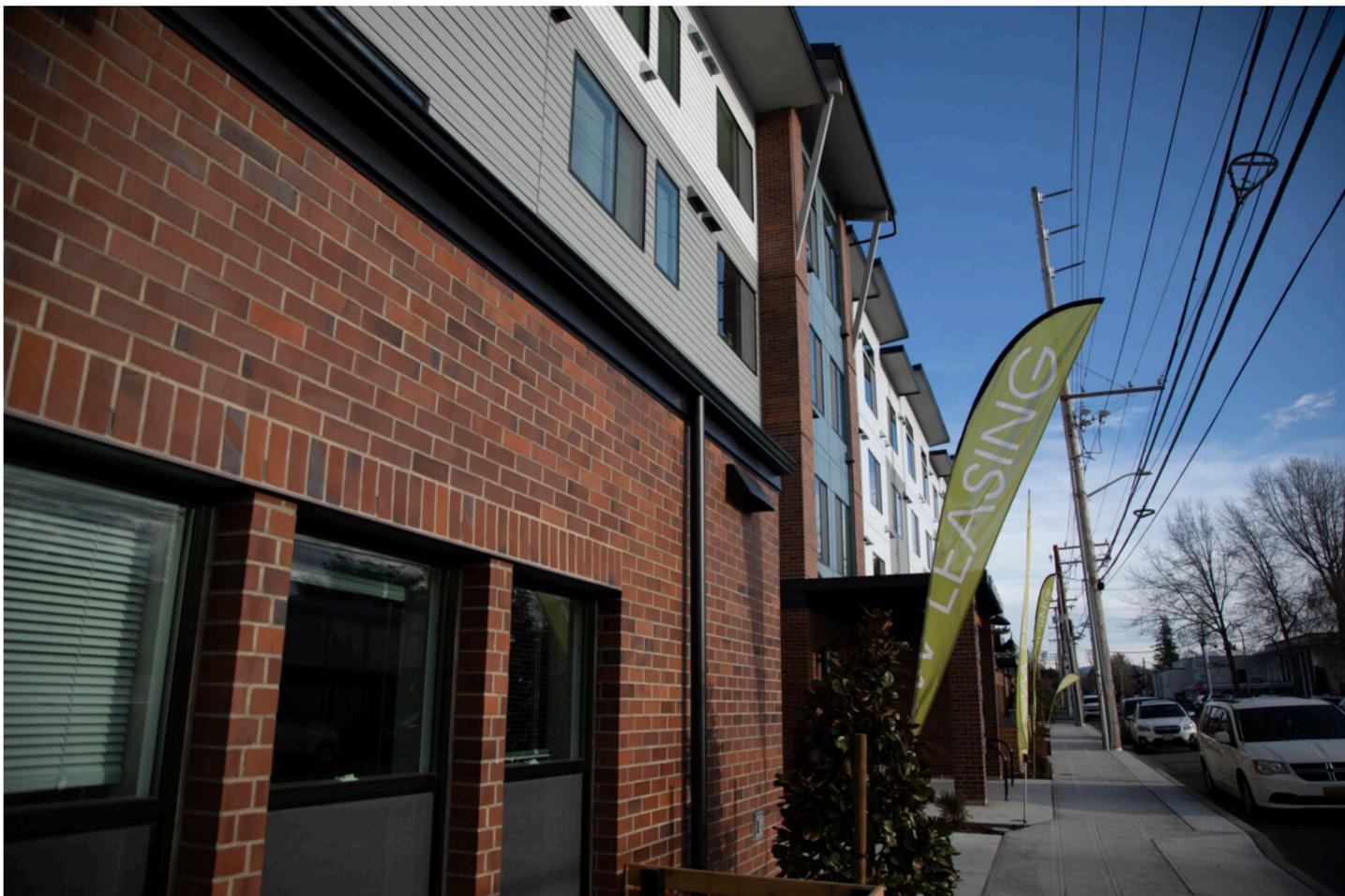
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## HOUSING

### No more 'junk fees' for Bellingham renters

In-unit appliance use, payment processing, mail collection among fees prohibited

June 24, 2025 10:13 a.m.



Apartments in the Lettered Streets neighborhood are advertised for rent in February 2024. The Bellingham City Council has passed a set of ordinances regulating the fees landlords are able to charge tenants.

*(Hailey Hoffman/Cascadia Daily News)*

By **JULIA TELLMAN**

*Local News Reporter*

Starting in August, renters in Bellingham will no longer face certain fees from their landlords.

The city council on Monday, June 23, unanimously passed two new ordinances for tenants and mobile home park residents. For tenants, the ordinance requires up-front fee disclosure; limits certain fees such as application fees, pet damage fees and security deposits; and prohibits fees on:

- The use of in-unit appliances
- Access to common areas
- Payment processing
- Adding or removing a tenant from a lease (not including application fees)
- Performing of normal landlord duties
- Pet rent if it exceeds 2% of monthly rent, or if a pet deposit was charged
- Mail collection and distribution

In **mobile home parks specifically**, fees for temporary guests, vehicle parking within rented lots and pet fees are all prohibited. The ordinances also prohibit retaliation against current tenants or prospective tenants who exercise their right not to be charged excessive fees.

Limits on one-time and recurring fees were **first proposed** by council member Jace Cotton in fall 2024 as a way to help people access housing in a city where a majority of residents are renters.

In a **Cascadia Daily News guest commentary** in December, Cotton wrote that his intention with the ordinances is to “reset rental market norms back to the basic principles of balance, transparency and fairness.”

The rental vacancy rate in Bellingham hovers around or below 3%, and more than 20,000 Bellingham renters are cost-burdened, according to the U.S. Department of Housing and Urban Development. Mobile home parks are crucial to affordability, representing 16% of the city’s affordable housing while making up only 2.5% of the total housing stock.

The council spent more than nine months working with staff and hearing from the public to hammer out a set of regulations to address some of the challenges renters face in a competitive housing market.

Council member Hollie Huthman said it’s not easy to draft legislation as a full council. The process involved significant public input as the council tried to “get at the more egregious things that are happening in the community when it comes to tenants.”

Through thousands of emails, survey responses, informal conversations, door-knocking and focus groups, the city determined there was across-the-board support for fee transparency, but that the needs of landlords and renters had to be balanced. Many renters said they saw excessive fees as burdensome and contributing to housing insecurity, but property owners and management companies said fees were necessary to cover costs and keep small landlords in business.

Council members were not united on the decision to remove city enforcement mechanisms; this was stripped out of the ordinances during discussions on June 2, based on a staff recommendation, because the city doesn’t have the resources to enforce the ordinances.

Mayor Kim Lund noted enforcement was not only a question of resources, but also a question of whether the city planning department should be an arbiter in private property conflicts.

Council member Michael Lilliquist argued that renters may not have the time or money to take a landlord to court, so the city should make an effort to assemble and support legal aid resources for tenants.

“The truth is, civil legal aid is massively under-supported across the state, across the realms of civil law,” Lilliquist said.

Once the ordinances go into effect Aug. 1, new leases and lease renewals must adhere to the regulations.

*Julia Tellman writes about civic issues and anything else that happens to cross her desk; contact her at [juliatellman@cascadiadaily.com](mailto:juliatellman@cascadiadaily.com).*

## Latest stories



### ENVIRONMENT

#### **Studies: Wildfires can pollute WA's watersheds, posing risk to humans and wildlife**

Harmful nutrients and metals could impact both freshwater and marine systems

July 8, 2025 11:06 a.m.

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## **Funding secured to jumpstart senior housing projects in rural Whatcom County**

By [Jason Upton](#) June 20, 2025 12:12 pm



WHATCOM COUNTY, WA ([MyBellinghamNow.com](https://www.MyBellinghamNow.com)) – New resources are coming to support senior housing in rural Whatcom County.

The Bellingham and Whatcom County Housing Authority (BWCHA) says it's secured enough funding to begin repairing Sumas Square Apartments.

The 11-unit housing development for seniors was severely damaged by flooding in November 2021 and all of its residents were forced to relocate.

Now, funds from the state Department of Commerce, FEMA and insurance proceeds have cleared the way to make the necessary fixes.

“Funding for a rehab project like this can be challenging to come by. We are immensely grateful to have the State’s support to move this project forward,” said Andrew Calkins, Executive Director of BWCHA.

Construction is scheduled to start in 2026, and it’s expected to start taking in residents in 2027. Meanwhile, [Habitat for Humanity announced](#) that it has received a \$15,000 grant from AARP for a home repair project in Maple Falls, Sumas, Everson and Nooksack.

The project will support up to 20 low-income homeowners age 50-plus with tasks such as roof fixes, wheelchair ramps and yard cleanup.

## **Operations Quarterly Report April 1, 2025 – June 30, 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 in shortfall, projecting to overspend available housing assistance funds monthly during CY 2025.
    - Staff are working with an assigned HUD shortfall prevention team and have established an action plan to bring expenses back in line, as much as possible, with funding.
  - Staff applied for HCV set-aside funding in the portability expense and unforeseen circumstances categories. Award announcements are anticipated in late fall.
  - HUD issued guidance for transitioning families in the Emergency Housing Voucher (EHV) program into the HCV program. We expect the remaining program funding will cover expenses for most of 2026 and are working on a transition plan for current participants.
  - Staff completed the annual waitlist purge on July 2<sup>nd</sup>.
- **Program Expansion**
  - Staff continues to work with the Spokane Housing Authority to transfer 8 Mainstream Vouchers to BHA. The transition is effective July 1st.
  - BHA's application for Family Unification Program (FUP) vouchers was unsuccessful. HUD acknowledged our application met the threshold for eligibility, however there were insufficient funds to meet the volume of requests.

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

- **Funding & Leasing**
  - Public housing program funding remains stable.
  - Staff completed the annual waitlist purge on July 2<sup>nd</sup>.
  - Staff continue to run the public housing program efficiently and manage expenses well, allowing for additional investments into the properties.
- **Capital and Maintenance Projects**
  - Maintenance and Development continued their work moving the following capital projects forward:
    - High-rise Standby Generator Replacement.
    - Whatcom County Playground Modernization.
    - High-rise Boiler Plant Modernization.
  - In addition to work order and unit turnover response, the Maintenance team also completed:



- Replacement of 100-Gal water heater at Chuckanut Square.
- Emergency sewer line replacement at Birches.
- Emergency water main pipe replacement at Texas Meadows.
- Purchased over 50 garden boxes to upgrade and expand the current garden programs at each high rise.
- Purchased new common area furniture for each high rise. The furniture will be installed following completion of planned flooring replacements in the community rooms.
- Completed targeted sidewalk repairs.

### **All Housing Programs**

- **Advancing Successful Partnerships**
  - Continued monthly participation in the Washington HCV Managers meeting.
  - Conducted an applicant portal and program basics training for Northwest Regional Council staff.
  - Continued participation in monthly program meetings with Lydia Place, Opportunity Council, DCYF, and the VA.
  - Continued participation in bi-weekly and monthly Low-Income Housing Tax Credit (LIHTC) portfolio management meetings with Indigo.
  - Completed an investor site visit and file review at Varsity Village.
- **Continued focus on program integrity, efficiency, and stability.**
  - Launched Asset IQ, a Yardi dashboard program that aids in tracking property/program performance and staff has continued its work establishing reporting metrics and ensuring data accuracy.
  - Housing Programs and Accounting staff continued their review and fine tuning of the Voucher Management System (VMS) to provide improved reporting that will enhance future planning for the voucher programs.
  - Housing Programs is working on the 2026 PHA plan, including comprehensive reviews of the Admissions and Continued Occupancy Policy (ACOP) and the HCV Administrative Plan. The draft plan will be reviewed at the August Board meeting.
  - Housing Programs completed a full analysis of our project-based voucher (PBV) program including HAP contract expirations, unit, and set-aside information.
  - Housing Program completed a comprehensive review of Varsity Village tenant files to ensure document and file management consistency.
  - Maintenance began a market survey to inform the 2026 fee for service rates.
  - Staff continued negotiating lease renewals with T-Mobile and Verizon at Chuckanut Square and Washington Square.
- **Continued focus on customer experience.**
  - Continued monthly resident meetings at each high rise and regular meetings at Varsity Village.
  - Annual preventative maintenance inspections continue. We expect to complete inspection of all BHA units in November. These inspections focus on upholding health, safety, and housekeeping standards.



## Bellingham & Whatcom County Housing Authorities

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- Property managers have also increased their presence on-site to help ensure the peaceful enjoyment of residents with more activity outside.
- Maintenance continued work on improving pest management protocols, assessing treatment methods, communication, and tenant participation to improve our response to pest-related needs.
- Residents of Varsity Village and Washington Square held community Memorial Day BBQs.

**Key Performance Indicators**

**Audits/Reviews**

July 2025

Program Reviewed	Date	Auditor/Reviewer	Type of Review	Status/Score
Varsity Village	1/27/2025	Loveridge Hunt	Program Management Review	No findings
Varsity Village	5/13/2025	WSHFC	NSPIRE	N/A
Varsity Village	6/26/2025	Enterprise	Investor Review	No findings
Varsity Village	TBD (Sept)	HUD	NSPIRE	

<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%	99.0%			99.2%
AMP 15	98.2%	99.5%			98.6%
WCHA	100%	98.6%			99.3%

<b>Housing Choice Voucher Lease Up Rate</b>					
BHA has 1,798 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%	102.2%			102.3%
% of Funding	103.5%	106.7%			126.1%
Per Unit HAP Expense	\$1,066.97	\$1,106.70			
Applicants Selected	2	0			

<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%	91.8%			91.8%
% of Funding	94.2%	98%			95.2%
Per Unit HAP Expense	\$925.40	\$946.00			

<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	114	104	147						

<b>Unit Turnover Time</b>
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	Public Housing – City YTD	Public Housing - County YTD	Affordable YTD
Total number of turnaround days	751	0	551
Total number of vacant units turned and leased	22	0	6
Average unit turnaround days	34	0	91.8

<b>Work Order Response</b>					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual
Total number of routine work orders	520	668			1188
Total number of emergency work orders	42	21			63
Average days to complete work order	15.5	22.61			14.5

<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%	85.94			
Public Housing	40%	87.5%	88.24			



**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:** Andrew Calkins, Executive Director

**DATE:** July 15, 2025

**SUBJECT:** Resolution 2821: Amending the Bylaws of the Housing Authority of the City of Bellingham

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### **SUMMARY**

Resolution 2821 proposes updates to the Bellingham Housing Authority's bylaws, which have not been revised since 2000. The bylaws establish the framework for the governance of the Authority, including the roles and responsibilities of the Board of Commissioners, appointment of officials, and general operational procedures.

Periodic updates are necessary to ensure the bylaws remain aligned with current practices and statutory requirements. The proposed revisions include:

- **Remote Participation:** A new section authorizing Commissioners to participate in Board meetings remotely.
- **Board Subcommittees:** A new article permitting the establishment of Board subcommittees to support governance and oversight.
- **Procedural Updates:** Minor edits to reflect current administrative and procedural practices.

A version of the bylaws showing proposed edits is attached to this memo, and a version showing edits incorporated is attached to Resolution 2821.

At the July 15 meeting, the Board may take action to approve Resolution 2821 and adopt the revised bylaws. Alternatively, the Board may offer additional edits or defer approval to allow further revisions prior to the August meeting.

# BYLAWS OF THE HOUSING AUTHORITY OF THE CITY OF BELLINGHAM

## Article 1: The Authority

~~Section~~SECTION 1. Name of the Authority. The name of the authority shall be the "Housing Authority of the City of Bellingham."

SECTION 2. Seal of the Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

SECTION 3. Office of the Authority. The main office of the Authority shall be located at ~~208-Unity Street~~333 N. Samish Way in the City of Bellingham, Washington or at other such locations in the City as designated by the Board. The Authority may hold its meetings at such places as it may designate by declaration or notification.

## Article 1-A: The Board of Commissioners

SECTION 1. Composition of the Board. The Housing Authority of the City of Bellingham shall consist of five Commissioners. The five Commissioners shall be appointed by the Mayor of the City of Bellingham, provided that two Commissioners shall be approved by the Whatcom County Council. There shall be no prohibition against the same Commissioners serving on both the Board of Commissioners for the Housing Authority of the City of Bellingham and the Board of Commissioners for the Housing Authority of Whatcom County. The appointment, qualifications, and tenure of Commissioners are governed by the Housing Authorities Law of the State of Washington under Chapter 35.82 RCW.

SECTION 2. Resident Commissioner. One of the five Commissioners on the Board will be a "directly assisted person," a permanent resident of Whatcom County who is a resident of housing provided by the Housing Authority of the City of Bellingham or the Housing Authority of Whatcom County, or is the beneficiary of a housing subsidy under programs authorized by the U.S. Department of Housing and Urban Development. The Resident Commissioner will serve only so long as ~~he or she is~~they are a "directly assisted person." ~~His or her~~Their term of office will end on such date that ~~he or she is~~they are no longer a "directly assisted person."

SECTION 3. Vacancies. The Board may interview applicants and forward nominations to the appointing official.

## **Article II: Officers**

SECTION 1. Officers. The officers of the Authority shall be a Chair, Vice-Chair and a Secretary/Treasurer.

SECTION 2. Chair. The Chair shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chair shall submit recommendations and information concerning the business, affairs and policies of the Authority.

SECTION 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the ~~Chairman~~Chair until such time as the Authority shall select a new Chair.

SECTION 4. Secretary/Treasurer. The Secretary/Treasurer shall be the Executive Director / ~~CEO~~ of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. The Secretary/Treasurer shall be charged with the management of the housing projects of the Authority.

The Secretary/Treasurer shall keep the records of the Authority; shall act as secretary of the meetings of the Authority and record all votes; and shall keep a record of the proceedings of the Authority ~~in a journal of proceedings to be kept for such purpose~~; and shall perform all duties incident to the office. The Secretary/Treasurer shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Secretary/Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary/Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority.

Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by another designee of the Authority. The Secretary/Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of transactions ~~and also of the financial condition of the Authority.~~ The Secretary/Treasurer shall give such bond for the faithful performance of duties as the Authority may determine.

The compensation of the Secretary/Treasurer shall be determined by the Authority, provided that a temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

SECTION 5. Additional Duties. The officers of the Authority shall perform such duties and functions as may from time to time be required by the Authority ~~of~~ the bylaws or rules and regulations of the Authority.

SECTION 6. Election and Term. The Chair and Vice-Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority and shall hold office for one year or until their successors are elected ~~and qualified.~~ The same individual may serve no more than three consecutive terms as Chair.

The Secretary/Treasurer shall be appointed by the Authority. Any person appointed to fill the office of Secretary/Treasurer, or any vacancy therein, shall have such term as the Authority fixes, but no commissioner of the Authority shall be eligible to this office except as a temporary appointee.

SECTION 7. Vacancies. Should the offices of Chair or Vice-Chair become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary/Treasurer becomes vacant, the Authority shall appoint a successor as aforesaid.

SECTION 8. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Law of the State of Washington and all other laws of the State of Washington applicable hereto. The selection and compensation of such personnel (including the Secretary/Treasurer) shall be determined by the Authority, subject to the laws of the State of Washington.

### **Article III: Meetings**

SECTION 1. Annual Meeting. The annual meeting of the Authority shall be held on the third Tuesday of the month of October.

SECTION 2. Regular Meetings. Regular meetings shall be held on the third Tuesday of each month. The meeting place for each meeting shall be as designated on the calendar adopted at the Annual Meeting. Dates, times and places for the meetings may be changed and/or postponed with proper public notification ~~when necessary.~~ when necessary. Notice of Board meetings will conform to the requirements of the Open Public Meetings Act, Chapter 42.30 RCW.

SECTION 3. Special Meetings. The Chair of the Authority may, when deemed expedient, ~~and shall, upon the written request of two members of the Authority,~~ call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of

such special meeting.

At such special meeting, no business shall be considered other than as designated in the call; but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

SECTION 4. Quorum. The powers of the Authority shall be ~~vested~~vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of the majority of the Commissioners present.

SECTION 5. Remote Participation. Any Commissioner may attend any meeting of the Board of Commissioners by telephone, other electronic, internet or other means of remote access, as long as it provides the ability for all people attending the meeting to hear each other at the same time. Participation by such means shall constitute attendance at the meeting.

The Board will conform to further public health authority directives and further state directives about the requirements of the Open Public Meetings Act that may from time to time determine the required or allowed manner of the Board's convening.

SECTION 6. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

- A. Roll Call - Quorum Declaration
- ~~B. Director's Report/Information Items~~
- ~~C. Report of Committees~~
- B. Public Comment & Resident Input
- C. Reports
- ~~D. Discussion Items~~
- E. D. \_\_\_\_\_ & Action Items
- F. E. \_\_\_\_\_ Consent Items
- ~~G. Audience Participation~~
- F. New Business – Commissioner Reports
- ~~H. A. \_\_\_\_\_ Adjournment~~
- I. G. Executive Session
- H. Action Subsequent to Executive Session
- I. Adjournment

The order of business may be modified by the Chair, as needed.

All resolutions shall be in writing and maintained in a Journal of Resolutions of the Authority. Minutes of all regular and special meetings shall be maintained ~~in a Minutes Book of by the~~ Secretary/Treasurer and available to the Authority-public.

SECTION ~~6~~7. Manner of Voting. The voting on all resolutions coming before the Board shall be by roll call and the "ayes" and "nays" shall be recorded in the minutes of such meeting. The passage of motions coming before the Board may be by voice vote. The election of officers ~~will~~may be by ballot. The Chair shall be, at all times, a voting member of the Board.

#### **Article ~~VI~~IV: Board Subcommittees**

Board Subcommittees. The Board may establish subcommittees. The purpose of a subcommittee may be to review Board business items in advance of Board action or to collaborate with agency leadership on an issue area.

Each subcommittee will have two members of the Board, the Executive Director, and staff invited by the Executive Director.

#### **Article V: Amendments**

Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or special meeting, but no such amendments shall be adopted unless at least ~~seven days~~'four business days' written notice thereof has been previously given to all of the members of the Authority.

Bylaws originally adopted,	1945
Revised by Resolution 133,	6/22/67
Amended by Resolution 149,	10/3/68
Amended by Resolution 207,	11/21/78
Amended by Resolution 220,	7/24/79
Amended by Resolution 283,	1/13/81
Amended by Resolution 352,	10/12/82
Amended by Resolution 414,	11/8/83
Amended by Resolution 431,	5/8/84
Amended by Resolution 600,	2/10/87
Amended by Resolution 649,	12/8/87
Amended by Resolution 659,	2/16/88
Amended by Resolution 664,	3/15/88
Amended by Resolution 672,	5/10/88
Amended by Resolution 935,	10/15/91
Amended by Resolution 971,	2/18/92
Amended by Resolution 1750,	5/17/00
<u>Amended by Resolution 2821,</u>	<u>##/##/##</u>

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

RESOLUTION AMENDING THE BYLAWS OF THE HOUSING AUTHORITY OF THE CITY OF BELLINGHAM:

WHEREAS, the Housing Authority of the City of Bellingham, Washington, desires to operate in an orderly and legal manner; and

WHEREAS, the Housing Authority of the City of Bellingham, Washington, desires to update and make minor changes to the now existing Bylaws adopted in 2000;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Bellingham that the governing body does update the bylaws and that these supersede any previously adopted bylaws.

DATED this 15<sup>th</sup> day of July, 2025.

Commissioner \_\_\_\_\_ moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner \_\_\_\_\_, and upon roll call, the “ayes,” and “nays” were as follows:

AYES

NAYS

The Chair thereupon declared the motion carried and the resolution adopted.

BY: \_\_\_\_\_  
Stephen Gockley, Chair

ATTEST:

\_\_\_\_\_  
Andrew Calkins, Secretary/Treasurer

# BYLAWS OF THE HOUSING AUTHORITY OF THE CITY OF BELLINGHAM

## **Article 1: The Authority**

SECTION 1. Name of the Authority. The name of the authority shall be the "Housing Authority of the City of Bellingham."

SECTION 2. Seal of the Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

SECTION 3. Office of the Authority. The main office of the Authority shall be located at 333 N. Samish Way in the City of Bellingham, Washington or at other such locations in the City as designated by the Board. The Authority may hold its meetings at such places as it may designate by declaration or notification.

## **Article 1-A: The Board of Commissioners**

SECTION 1. Composition of the Board. The Housing Authority of the City of Bellingham shall consist of five Commissioners. The five Commissioners shall be appointed by the Mayor of the City of Bellingham, provided that two Commissioners shall be approved by the Whatcom County Council. There shall be no prohibition against the same Commissioners serving on both the Board of Commissioners for the Housing Authority of the City of Bellingham and the Board of Commissioners for the Housing Authority of Whatcom County. The appointment, qualifications, and tenure of Commissioners are governed by the Housing Authorities Law of the State of Washington under Chapter 35.82 RCW.

SECTION 2. Resident Commissioner. One of the five Commissioners on the Board will be a "directly assisted person," a permanent resident of Whatcom County who is a resident of housing provided by the Housing Authority of the City of Bellingham or the Housing Authority of Whatcom County, or is the beneficiary of a housing subsidy under programs authorized by the U.S. Department of Housing and Urban Development. The Resident Commissioner will serve only so long as they are a "directly assisted person." Their term of office will end on such date that they are no longer a "directly assisted person."

SECTION 3. Vacancies. The Board may interview applicants and forward nominations to the appointing official.

## **Article II: Officers**

SECTION 1. Officers. The officers of the Authority shall be a Chair, Vice-Chair and a Secretary/Treasurer.

SECTION 2. Chair. The Chair shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chair shall submit recommendations and information concerning the business, affairs and policies of the Authority.

SECTION 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

SECTION 4. Secretary/Treasurer. The Secretary/Treasurer shall be the Executive Director / CEO of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. The Secretary/Treasurer shall be charged with the management of the housing projects of the Authority.

The Secretary/Treasurer shall keep the records of the Authority; shall act as secretary of the meetings of the Authority and record all votes; and shall keep a record of the proceedings of the Authority; and shall perform all duties incident to the office. The Secretary/Treasurer shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Secretary/Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary/Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority.

Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by another designee of the Authority. The Secretary/Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of transactions. The Secretary/Treasurer shall give such bond for the faithful performance of duties as the Authority may determine.

The compensation of the Secretary/Treasurer shall be determined by the Authority, provided that a temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

SECTION 5. Additional Duties. The officers of the Authority shall perform such duties and functions as may from time to time be required by the Authority, the bylaws, or rules and regulations of the Authority.

SECTION 6. Election and Term. The Chair and Vice-Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority and shall hold office for one year or until their successors are elected. The same individual may serve no more than three consecutive terms as Chair.

The Secretary/Treasurer shall be appointed by the Authority. Any person appointed to fill the office of Secretary/Treasurer, or any vacancy therein, shall have such term as the Authority fixes, but no commissioner of the Authority shall be eligible to this office except as a temporary appointee.

SECTION 7. Vacancies. Should the offices of Chair or Vice-Chair become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary/Treasurer becomes vacant, the Authority shall appoint a successor as aforesaid.

SECTION 8. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Law of the State of Washington and all other laws of the State of Washington applicable hereto. The selection and compensation of such personnel (including the Secretary/Treasurer) shall be determined by the Authority, subject to the laws of the State of Washington.

### **Article III: Meetings**

SECTION 1. Annual Meeting. The annual meeting of the Authority shall be held on the third Tuesday of the month of October.

SECTION 2. Regular Meetings. Regular meetings shall be held on the third Tuesday of each month. The meeting place for each meeting shall be as designated on the calendar adopted at the Annual Meeting. Dates, times and places for the meetings may be changed and/or postponed with proper public notification, when necessary. Notice of Board meetings will conform to the requirements of the Open Public Meetings Act, Chapter 42.30 RCW.

SECTION 3. Special Meetings. The Chair of the Authority may, when deemed expedient, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting.

At such special meeting, no business shall be considered other than as designated in the call; but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

SECTION 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of the majority of the Commissioners present.

SECTION 5. Remote Participation. Any Commissioner may attend any meeting of the Board of Commissioners by telephone, other electronic, internet or other means of remote access, as long as it provides the ability for all people attending the meeting to hear each other at the same time. Participation by such means shall constitute attendance at the meeting.

The Board will conform to further public health authority directives and further state directives about the requirements of the Open Public Meetings Act that may from time to time determine the required or allowed manner of the Board's convening.

SECTION 6. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

- A. Roll Call - Quorum Declaration
- B. Public Comment & Resident Input
- C. Reports
- D. Discussion & Action Items
- E. Consent Items
- F. New Business – Commissioner Reports
- G. Executive Session
- H. Action Subsequent to Executive Session
- I. Adjournment

The order of business may be modified by the Chair, as needed. All resolutions shall be in writing. Minutes of all regular and special meetings shall be maintained by the Secretary/Treasurer and available to the public.

SECTION 7. Manner of Voting. The voting on all resolutions coming before the Board shall be by roll call and the "ayes" and "nays" shall be recorded in the minutes of such meeting. The passage of motions coming before the Board may be by voice vote. The election of officers may be by ballot. The Chair shall be, at all times, a voting member of the Board.

## **Article IV: Board Subcommittees**

Board Subcommittees. The Board may establish subcommittees. The purpose of a subcommittee may be to review Board business items in advance of Board action or to collaborate with agency leadership on an issue area.

Each subcommittee will have two members of the Board, the Executive Director, and staff invited by the Executive Director.

## **Article V: Amendments**

Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or special meeting, but no such amendments shall be adopted unless at least four business days' written notice thereof has been previously given to all of the members of the Authority.

Bylaws originally adopted,	1945
Revised by Resolution 133,	6/22/67
Amended by Resolution 149,	10/3/68
Amended by Resolution 207,	11/21/78
Amended by Resolution 220,	7/24/79
Amended by Resolution 283,	1/13/81
Amended by Resolution 352,	10/12/82
Amended by Resolution 414,	11/8/83
Amended by Resolution 431,	5/8/84
Amended by Resolution 600,	2/10/87
Amended by Resolution 649,	12/8/87
Amended by Resolution 659,	2/16/88
Amended by Resolution 664,	3/15/88
Amended by Resolution 672,	5/10/88
Amended by Resolution 935,	10/15/91
Amended by Resolution 971,	2/18/92
Amended by Resolution 1750,	5/17/00
Amended by Resolution 2821,	###/###/##



## 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 **07/15/2025** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **June 2025** described as follows:

Funds	Voucher Numbers	
Payroll 06/14/25:	<u>4963</u> to <u>5018</u>	\$ <u>144,896.80</u>
Payroll 06/28/25:	<u>5027</u> to <u>5081</u>	\$ <u>145,520.11</u>
BHA – Public Housing:	<u>1979</u> to <u>1983</u>	\$ <u>490.00</u>
Direct Deposit Checks	<u>1256</u> to <u>1264</u>	\$ <u>422.00</u>
Central Office/Maint. Fund:	<u>31936</u> to <u>32019</u>	\$ <u>274,157.02</u>
Direct Deposit Checks	<u>73</u> to <u>73</u>	\$ <u>101,567.78</u>
Section 8 Vouchers:	<u>129085</u> to <u>129406</u>	\$ <u>1,103,111.50</u>
Direct Deposit Checks	<u>88411</u> to <u>88518</u>	\$ <u>1,125,146.76</u>
BHA/Local Fund:	<u>10397</u> to <u>10404</u>	\$ <u>61,802.15</u>
Direct Deposit Checks	<u>102</u> to <u>104</u>	\$ <u>34,452.77</u>
WCHA – Public Housing:	<u>7687</u> to <u>7691</u>	\$ <u>417.00</u>
Direct Deposit Checks	<u>887</u> to <u>891</u>	\$ <u>562.00</u>
*Misc. ACH & Wire Transfers	<u>JV 24525</u> to <u>JV 24571</u>	\$ <u>-38,537.87</u>

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Chair

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

**BELLINGHAM HOUSING AUTHORITY**  
**Board of Commissioners Regular Meeting**  
**June 17, 2025**

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, June 17, 2025 in a hybrid format. The meeting was called to order at 1:01 p.m. by Acting Chair Billmire, followed by roll call. Acting Chair Billmire 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 *\*joined at 1:16pm*  
Commissioner Alana Pattermann

**Absent & Excused:**

**BWCHA Staff Presenters:**

Lindsay Burmeister, Executive Services/HR Manager  
Andrew Calkins, Executive Director  
Tony Casale, Director of Development  
Chris Longwell, Director of IT

**Guest Presenters:**

None

**PUBLIC COMMENT AND RESIDENT INPUT**

None

**B. REPORTS**

1. Executive Director Report: Attached to the Agenda
2. Development Report: Attached to the Agenda
3. Bi-annual IT Report: Attached to the Agenda

**C. DISCUSSION / ACTION ITEMS**

None

**D. CONSENT ITEMS**

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

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

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

Commissioner Bornemann seconded the motion and Acting Chair Billmire called the vote.

**AYES:**

Commissioner Valerie Billmire  
Commissioner Terry Bornemann  
Commissioner Dave Finet

Commissioner Stephen Gockley  
Commissioner Alana Pattermann

**NAYES:** None

**E. COMMISSIONER UPDATES**

Commissioner Bornemann brought forward an article from the Seattle Times regarding the Affordable Housing Crisis in Seattle.

[Seattle's affordable housing industry is in crisis. City faces tough choices | The Seattle Times](#)

**F. EXECUTIVE SESSION**

The Board entered Executive Session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

And pursuant to RCW.42.30.110(1)(g) to evaluate the qualifications and performance of a public employee at 2pm; Acting Chair Billmire announced that the Executive Session would conclude at 3:15pm.

No official action took place during the executive session.

**Executive session adjourned at 3:17pm and Public Session was re-opened.**

Commissioner Bornemann called a motion to award Executive Director Andrew Calkins a three-step salary increase, effective July 1, 2025, in recognition of his exemplary performance during his first year of service.

Commissioner Finet seconded the motion and Acting Chair Billmire called the vote.

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

**NAYES:** None

The Board commended Mr. Calkins for a highly successful first year marked by strong leadership, innovation, and a commitment to operational excellence. Since joining BWCHA in June 2024, Mr. Calkins has made significant and immediate contributions to the organization. His accessibility, problem-solving ability, and steady leadership have strengthened the agency's capacity to serve the community effectively. The Board expressed strong confidence in Mr. Calkins' continued leadership and looks forward to the year ahead.

**G. ADJOURNMENT**

The public meeting was adjourned at 3:20 p.m.

Respectfully Submitted,

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

**ATTEST:**

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

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

<b><u>Date and Time</u></b>	<b><u>Locations</u></b>
Tuesday, January 21, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, February 18, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, March 18, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, April 15, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, May 20, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, June 17, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, July 15, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, August 19, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, September 16, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
*Tuesday, October 21, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, November 18, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, December 16, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom

**Notice will be provided if there are changes in dates, times or locations  
of any of the above noted meetings.**

\*Annual Meeting/Elections

### **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 Bi-Annual: IT Report
<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	<b>Reports</b> Quarterly: LIHTC Portfolio Annual: HR Safety Report	<b>Reports</b> Quarterly: Development Quarterly: Q2 Finance Report Personnel Manual Review
<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 2025- 2026 Board Schedule FY2024 Audit Exit (Invite SAO)
October	November	December
<b>Reports</b> Quarterly: Operations Quarterly: Agency 2026 Budget Process	<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> Agency 2025 Budget Adoption  Maintenance Schedule of Charges	<b>Discussion/Action</b> Flexible Spending  Budget Variances Agency Salaries, co-premiums, CBA

New and changed items are in blue