



Housing Authority of Whatcom County

Notice of Regular Board Meeting
Whatcom County Housing Authority Board of Commissioners
Tuesday, July 15, 2025

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

Time: 1:00pm

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
None.
- D. DISCUSSION / ACTION ITEMS
 - 1. Authorize an update to the Whatcom County Housing Authority Bylaws
Approve Resolution 819 (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. 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 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**

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 819: Amending the Bylaws of the Housing Authority of Whatcom County

SUMMARY

Resolution 819 proposes updates to the Whatcom County 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.

At the July 15 meeting, the Board may take action to approve Resolution 819 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 WHATCOM COUNTY

Article 1: The Authority

SECTION 1. Name of the Authority. The name of the authority shall be the "Housing Authority of Whatcom County."

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 Whatcom County shall consist of five Commissioners. The five Commissioners shall be appointed by the Whatcom County Council, provided that three Commissioners shall be approved by the Mayor of the City of Bellingham. 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 ~~Chairman~~Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair ~~sh~~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 ~~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 ~~Chairman~~Chair.

The Secretary ~~and~~ 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~~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 ~~time and~~ meeting place for each meeting shall be as designated on the calendar adopted at the Annual ~~meeting~~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 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:

- ~~1.A.~~ _____ Roll Call - Quorum Declaration
- ~~2.~~ _____ Director's Report/Information Items
- ~~3.~~ _____ Report of Committees
- B. Public Comment & Resident Input
- C. Reports
- ~~4.~~ _____ Discussion Items
- ~~5.D.~~ _____ & Action Items
- ~~6.E.~~ _____ Consent Items
- ~~7.~~ _____ Audience Participation
- F. New Business – Commissioner Reports
- A. Adjournment
- ~~8.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 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,	1971
Amended by Resolution 8,	5/11/72
Amended by Resolution 28,	11/21/78
Amended by Resolution 34,	8/21/79
Amended by Resolution 65,	10/12/82
Amended by Resolution 70,	11/8/83
Amended by Resolution 76,	5/8/84
Amended by Resolution 100,	2/10/87
Amended by Resolution 113,	12/8/87
Amended by Resolution 117,	2/16/88
Amended by Resolution 122,	3/15/88
Amended by Resolution 125,	5/10/88
Amended by Resolution 551,	5/16/00
<u>Amended by Resolution 819,</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 WHATCOM COUNTY:

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

WHEREAS, the Housing Authority of Whatcom County, 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 Whatcom County that the governing body does update the bylaws and that these supersede any previously adopted bylaws.

DATED this 15th 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

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- D. Discussion & Action Items
- E. Consent Items
- F. New Business – Commissioner Reports
- G. Executive Session
- H. Action Subsequent to Executive Session
- I. Adjournment

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Amended by Resolution 125,	5/10/88
Amended by Resolution 551,	5/16/00
Amended by Resolution 819,	###/###/##



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>

Chair

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

WHATCOM COUNTY HOUSING AUTHORITY
Board of Commissioners Regular Meeting
June 17, 2025

The Board of Commissioners of Whatcom County Housing Authority (“WCHA”) held a regular meeting on Tuesday, June 17, 2025 in a hybrid format. The meeting was called to order at 1:00 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 Alana Pattermann

Absent & Excused:

Commissioner Stephen Gockley

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

None

C. DISCUSSION / ACTION ITEMS:

None

D. CONSENT

Commissioner Bornemann 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 WCHA Board meeting

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

AYES:

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

NAYES:

None

ADJOURNMENT

The meeting was adjourned at 1:01PM

Respectfully Submitted,

Andrew Calkins
Secretary/Treasurer

ATTEST:

Stephen Gockley
Chair, Board of Commission