



Notice of Regular Board Meeting
Whatcom County Housing Authority Board of Commissioners
Tuesday, August 19, 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. Review Proposed Revisions to the WCHA PHA Plan ([Link to doc](#)) (Kate Donnelly, 20 Minutes)
 2. Review WCHA Public Housing Draft 5-year Action Plan for Capital Fund Grant Program 2025 –2029 (Tony Casale, 15 minutes)
- E. CONSENT ITEMS
 1. Motion: Approve Cash Disbursements/Vouchers for the month of July 2025
 2. Motion: Approve Minutes for the month of July 2025 Regular Board meeting
 3. Motion: Set public hearing date for FY 2026 WCHA Agency Plan for September 16, 2025
- F. ADJOURNMENT

*The Bellingham Whatcom County Housing Authority Board of Commissioners will meet electronically on Tuesday, August 19, 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: Kate Donnelly, Chief Operating Officer

DATE: August 19, 2025

SUBJECT: WCHA FY 2026 Public Housing Agency Plan Revision Summary ([Link](#))

BACKGROUND

The Public Housing Agency (PHA) Plan is a comprehensive guide to the policies, programs, operations, and strategies for meeting local housing needs and goals. PHA's are required to submit Annual Plans and a 5-Year Plan every fifth fiscal year to HUD. Housing authorities meeting the definition of a small PHA, are known as "Qualified PHAs" and are exempt from the annual plan requirement. The Whatcom County Housing Authority is a qualified PHA because it has 550 or less combined PH units and HCVs. WCHA is a qualified PHA and submitted its current 5-Year Plan in 2025.

Although WCHA is exempt from the annual submission, it is still required to report any updates to the Admissions and Continued Occupancy Policy (ACOP) and hold a public hearing. The ACOP is the guiding policy and procedural document for the public housing program and is the same for the county and the city.

SUMMARY

The following is a high-level summary of the proposed revisions, organized by chapter. The revisions are available for review at: <https://bellinghamhousing.org/about-us/public-comment/>

The Admissions and Continued Occupancy Policy (ACOP)

- Introduction
 - Added explanation of HOTMA changes throughout the policy document, including changes for HOTMA Sections 102 and 104.
- Chapter 1
 - This chapter contains only minor corrections to bring the content current.
- Chapter 2
 - This chapter contains only minor corrections to bring the content current.
- Chapter 3
 - Called out and added policies that will be effective prior to the PHA's HOTMA 102/104 compliance date.
 - Clarified language regarding the EIV Income Report.
 - Clarified language regarding restriction on assistance based on assets.
- Chapter 4

- Refined language on local preferences to account for changes brought about by the HOTMA Voucher Final Rule affecting public housing.
- Chapter 5
 - This chapter contains only minor corrections to bring the content current.
- Chapter 6
 - Split Chapter 6 into two chapters: 6.A and 6.B.
 - Chapter 6.A represents the policies the PHA will use prior to the HOTMA 102/104 compliance date.
 - Chapter 6.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 6. This includes:
 - Clarifications regarding the definition of annual income.
 - Clarifications regarding student financial assistance requirements under HOTMA.
 - Clarifications regarding periodic payments, including Social Security benefits and the treatment of alimony and child support.
 - Clarifications regarding amounts adjusted annually under inflation under HOTMA.
 - Updates to the list of federally mandated income exclusions.
 - Clarifications regarding assets, including assets disposed of for less than fair market value, necessary vs. non-necessary personal property, checking, savings, and investment accounts, and trusts.
 - Clarifications regarding health and medical care expenses, and childcare expenses.
- Chapter 7
 - Split Chapter 7 into two chapters: 7.A and 7.B.
 - Chapter 7.A. represents the policies the PHA will use prior to the HOTMA 102/104 compliance date.
 - Chapter 7.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 7. This includes:
 - Changes regarding the use of consent forms, specifically as related to HUD-9886-A.
 - Clarifications regarding amounts adjusted annually under inflation under HOTMA.
 - Policy revisions for streamlined income determinations from fixed sources of income.
 - Certain updates for Notice PIH 2023-27 regarding verification requirements, use of EIV + self-certification, verification of net family assets, self-certification of real property ownership, and treatment of zero-income families.
- Chapter 8
 - This chapter contains only minor corrections to bring the content current.
- Chapter 9
 - Split Chapter 9 into two chapters: 9.A and 9.B.
 - Chapter 9.A. represents the policies the PHA will use prior to the HOTMA 102/104 compliance date.



**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: Tony Casale, Director of Asset Development

DATE: August 19, 2025

SUBJECT: Review WCHA Public Housing Draft 5-Year Action Plan for Capital Fund Grant Program 2025-2029

SUMMARY

As a component of the Low-Income Public Housing Program, the Whatcom County Housing Authority receives an annual grant from the Department of Housing and Urban Development through their Capital Fund Program (CFP). Grant amounts are based on congressional appropriations and subject to change year-to-year, there is no competitive application process that must be followed.

The Capital Fund Program provides financial assistance to housing authorities for the specific purpose of modernizing existing public housing sites and addressing non-routine maintenance items that are not covered by the Operating Fund Program. Each year, housing authorities are required to develop or update a 5-Year Action Plan (Action Plan) to include anticipated work items that will be covered by subsequent CFP grants. Prior to finalizing a new Action Plan and accepting each year's CFP grant, the housing authority must conduct outreach meetings with residents and resident advisory boards, hold a public hearing, and seek approval from the Board of Commissioners.

The purpose of today's discussion is to review the draft Action Plan covering fiscal year 2025-2029 CFP grants. The Whatcom County Housing Authority operates with a "rolling" plan, which means that it is updated each year by adding activities for the final year being covered. For example, this year we are adding work items for the FY 2029 grant but are required to carry forward work items previously established for 2025-2028. Once work activities are included in an approved Action Plan they can be moved to a different year as needed, but new items cannot be added without HUD approval. Any new work activities that constitute a "significant amendment" will trigger requirements for another round of consultation meetings with residents and Commissioners.

In the 5-Year Action Plan, work items are organized based on which grant funds will be used to pay for the activities, not necessarily which calendar year during which the work will take place. Housing authorities are required to obligate CFP grant funds within 24 months of the award date, and funds must be expended within 48 months.

The Whatcom County Housing Authority's FY 2025 Capital Fund Program grant equals \$265,146 and covers the whole public housing portfolio under the county housing authority. This is a modest increase over FY 2024 in which \$261,144 was received.

2025-2029 WCHA Narrative Five Year Action Plan

The Whatcom County Housing Authority's 2025–2029 Capital Fund 5-Year Action Plan focuses on preserving and modernizing its public housing portfolio to ensure long-term viability, resident safety, and quality of life. Planned activities emphasize critical building system upgrades, resident amenity improvements, and compliance with HUD regulations. The plan includes provisions for emergency and unforeseen capital needs to address urgent health, safety, and structural concerns as they arise, ensuring the Housing Authority's ability to maintain quality housing for its residents throughout the five-year period. The years indicated are the funding years and not necessarily the project year.

FY2025 HUD Allocation - \$265,146

2025	Admin	\$ 26,050.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2025	A&E	\$ 4,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2025	Interior/Exterior Modernization	\$ 14,644.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2025	Seamist Siding Replacement	\$ 210,904.36	Procure, bid, and contract for the replacement of exterior siding at SeaMist to improve building durability, weather resistance, and appearance.
2025	Birches, Baycrest, Seamist Playground Replacement	\$ 9,547.64	Replace playground equipment and surfacing at The Birches, Baycrest, and Sea Mist to enhance safety, accessibility, and recreational opportunities for residents.
		\$ 265,146.00	

2026

2026	Admin	\$ 26,050.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible
2026	A&E	\$ 4,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2026	Interior/Exterior Modernization	\$ 14,644.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2026	Seamist Siding Replacement	\$ 220,452.00	Procure, bid, and contract for the replacement of exterior siding at Sea Mist to improve building durability, weather resistance, and appearance.
		\$ 265,146.00	

2027

2027	Admin	\$ 26,050.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible
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2027	A&E	\$ 40,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades. Includes needs assessment.
2027	Interior/Exterior Modernization	\$ 10,352.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2027	Seamist Roof Replacement	\$ 63,744.00	Procure, bid, and complete roof replacement at Seamist to ensure long-term weather protection, structural integrity, and code compliance.
2027	Seamist Siding Replacement	\$ 125,000.00	Continuation of the replacement of exterior siding at Seamist to improve building durability, weather resistance, and appearance.
		\$ 265,146.00	
2028			
2028	Admin	\$ 26,050.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible
2028	A&E	\$ 30,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2028	Interior/Exterior Modernization	\$ 109,096.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2028	Asphalt and Concrete Repairs and Replacement	\$ 100,000.00	Procure, bid, and complete asphalt and concrete repairs or replacement as needed to address safety hazards, improve accessibility, and maintain driveways, parking areas, sidewalks, and patios.
		\$ 265,146.00	
2029			
2029	Admin	\$ 26,050.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2029	A&E	\$ 25,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2029	Interior/Exterior Modernization	\$ 114,096.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2029	Asphalt and Concrete Repairs and Replacement	\$ 100,000.00	Procure, bid, and complete asphalt and concrete repairs or replacement as needed to address safety hazards, improve accessibility, and maintain driveways, parking areas, sidewalks, and patios.
		\$ 265,146.00	



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 **08/19/2025** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **July 2025** described as follows:

Funds	Voucher Numbers	
Payroll 07/12/25:	<u>5090</u> to <u>5145</u>	\$ <u>145,820.37</u>
Payroll 07/26/25:	<u>5154</u> to <u>5206</u>	\$ <u>144,093.30</u>
BHA – Public Housing:	<u>1984</u> to <u>1993</u>	\$ <u>13,481.31</u>
Direct Deposit Checks	<u>1265</u> to <u>1273</u>	\$ <u>434.00</u>
Central Office/Maint. Fund:	<u>32020</u> to <u>32122</u>	\$ <u>393,482.48</u>
Direct Deposit Checks	<u>74</u> to <u>75</u>	\$ <u>132,616.37</u>
Section 8 Vouchers:	<u>129407</u> to <u>129726</u>	\$ <u>1,080,014.96</u>
Direct Deposit Checks	<u>88519</u> to <u>88635</u>	\$ <u>1,192,963.00</u>
BHA/Local Fund:	<u>10405</u> to <u>10423</u>	\$ <u>97,592.17</u>
Direct Deposit Checks	<u>105</u> to <u>106</u>	\$ <u>33,974.77</u>
WCHA – Public Housing:	<u>7692</u> to <u>7696</u>	\$ <u>417.00</u>
Direct Deposit Checks	<u>892</u> to <u>895</u>	\$ <u>479.00</u>
*Misc. ACH & Wire Transfers	<u>JV 24616</u> to <u>JV 24655</u>	\$ <u>-19,609.24</u>

Chair

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

WHATCOM COUNTY HOUSING AUTHORITY
Board of Commissioners Regular Meeting
July 15, 2025

The Board of Commissioners of Whatcom County Housing Authority (“WCHA”) held a regular meeting on Tuesday, July 15, 2025 in a hybrid format. The meeting was called to order at 1:02 p.m. by Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

A. ROLL CALL/QUORUM

Present:

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

Absent & Excused:

Commissioner Dave Finet

BWCHA Staff Presenters:

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

Guest Presenters:

None

PUBLIC COMMENT AND RESIDENT INPUT

None

B. REPORTS

None

C. DISCUSSION / ACTION ITEMS:

1. Authorize an Update to the Whatcom County Housing Authority Bylaws

Approve Resolution 819

Commissioner Billmire moved to approve the motion on the condition that a sub-committee is formed to review the bylaws further.

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

AYES:

Commissioner Valerie Billmire
Commissioner Terry Bornemann
Commissioner Stephen Gockley
Commissioner Pattermann

D. CONSENT

Commissioner Bornemann moved to approve the Consent Agenda as follows:

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

Motion: Approve Minutes for the June 2025 Regular WCHA Board meeting

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

AYES: Commissioner Valerie Billmire
Commissioner Terry Bornemann
Commissioner Stephen Gockley
Commissioner Pattermann

NAYES: None

ADJOURNMENT

The meeting was adjourned at 1:14PM

Respectfully Submitted,

Andrew Calkins
Secretary/Treasurer

ATTEST:

Stephen Gockley
Chair, Board of Commission