



# Housing Authority of the City of Bellingham

Notice of Regular Board Meeting  
Bellingham Housing Authority Board of Commissioners  
February 17, 2026

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 accepted in-person, virtually, or in writing. Public Comments provided in writing must be submitted no later than 5pm on the day prior to the meeting.*
- C. REPORTS
1. Executive Director Report (Andrew Calkins, 20 minutes)
    - a. 2025 Initiatives Update
  2. Operations Report (Kate Donnelly, 15 minutes)
  3. LIHTC Portfolio (Myriah Train, 15 minutes)
- D. DISCUSSION / ACTION ITEMS
1. Authorize SEIU Ratification  
Approve Resolution 2837 (Lindsay Burmeister, 10 minutes)
  2. Approve Salary Schedules "B" and "C"  
Approve Resolution 2838 (Lindsay Burmeister, 10 minutes)
  3. Revise Exempt Salary Schedules to Reflect Increase in All Exempt Salaries For 2026  
Approve Resolution 2839 (Lindsay Burmeister, 10 minutes)
  4. Approve Section 8 Management Assessment Program (SEMAP) Certification  
Approve Resolution 2840 (Steve Grichel, 10 minutes)
- E. CONSENT ITEMS
1. Motion: Approve Cash Disbursements/Vouchers for the months of December 2025 and January 2026
  2. Motion: Approve Minutes for the month of December 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, February 17, 2026. **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.***

***Public Comments** are accepted in-person, virtually, or in writing. Those who wish to provide **written public comment**: please send direct e-mail to [publiccomment@bellinghamhousing.org](mailto:publiccomment@bellinghamhousing.org) 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:** February 17th, 2026  
**Re:** Executive Director's Update

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### Staffing Updates

Since the last report, the organization has filled several key positions. Zac Monroe joined as Grounds Technician III on January 12, 2026, bringing 12 years of landscaping experience. Tore Slette was internally promoted from Building Services Technician I to Maintenance Technician I, contributing prior maintenance experience and institutional knowledge. Gregg Williams will begin as Building Services Technician I on February 29, 2026, following successful temporary service in the Maintenance Department. Jordan Star will join as Maintenance Technician II on February 23, 2026, bringing several years of experience, an HVAC associate's degree, a low-voltage electrical license, and a Universal EVA license for refrigeration. Recruitment is currently underway for an Accounting Technician (Accounts Receivable).

### Federal Budget & Funding for HUD Programs

Following a brief shutdown on January 31, Congress approved the full year FY 2026 HUD budget in early February. The budget provides \$77.3 billion for HUD programs, an \$8.6 billion increase. As it relates to BWCHA programs:

- ➔ **Housing Choice Vouchers:** Congress appropriated \$34.96 billion for HCV contract renewals, a nearly 9% increase over FY 2025 levels. With this funding increase, there is hope that funding will be sufficient to renew most vouchers nationally and that the proration will be in the high nineties. Congress also increased funding for administrative fees by 2.4%. We may not know our full year funding for a couple more months as HUD works to implement these new funding levels.
  
- ➔ **Public Housing:** The FY 2026 budget includes flat funding for the Public Housing Capital Fund, *but a 15% decrease* in funding nationally for the Public Housing Operating Fund. This is a significant decrease that on top of new accounting requirements, will squeeze the program locally and nationally. While disappointing, these funding levels will not substantially alter our plans for this year. BWCHA's approved budget for 2026 included an estimated 12% cut in operating subsidy.

### HCV Funding Letter and Shortfall Status

On December 22nd, HUD Principal Deputy Assistant Secretary sent all housing authorities a letter asking them to cease issuing vouchers and take cost saving measures due to limited funding. The letter noted that PHAs that received shortfall funds in 2025 (like BWCHA) are considered to still be in shortfall. A copy is attached and will be discussed at the BOC meeting.

### **Flooding at Creekside Meadows**

During the tragic flooding across the region in December, two of our properties were impacted. One of our occupied properties – Creekside Meadows, a 20-unit tax credit property in Sumas – took on water and tenants temporarily relocated. Most moved back in a few days later. While first impressions indicated that the damage was minimal and less than in 2021, there is still a substantial and costly rehab process that will need to take place. Thank you to Kate Donnelly for managing the response and rehab coordination. Sumas Square Apartments, currently vacant, also took on flood water but did not result in significant added damage.

### **Unity Street Redevelopment Funding Applications**

In early January, the Department of Commerce announced that BWCHA's Unity Street Redevelopment affordable housing project would receive \$6 million from the state Housing Trust Fund. This is a significant achievement. Thank you to Tony Casale for leading this application forward, with insight along the way from Kate Donnelly and our consultant teams.

### **PHADA Commissioners Conference**

I attended the PHADA Commissioners Conference in early January in Tampa, Florida. Sessions focused on changes to HUD accounting rules for the Public Housing program, concerns regarding HCV leasing restrictions and operating during shortfalls, the state of the industry, and organizational culture improvement efforts, among others.

### **Initiatives**

A recap of staff's 2025 strategic initiatives is attached and will be reviewed at the BOC meeting.

### **Community Connections**

- I met with Rep. Timmons on January 9<sup>th</sup> to provide an overview of BWCHA's work and legislative priorities ahead of the 2026 legislative session.
- Kate Donnelly and I met with a group of Permanent Supportive Housing providers in Whatcom County on January 14<sup>th</sup> to provide an update on funding and compliance issues related to federal housing programs.
- I also met with Samya Lutz and Tara Sundin at the City of Bellingham on January 14<sup>th</sup> to discuss BWCHA's development pipeline ahead of a potential Bellingham Home Fund renewal.



- Kate Donnelly and I met with Michael Cerbone, Community Development Director at the City of Ferndale to discuss opportunities to expand affordable housing in Ferndale. It was a very productive discussion and we are meeting again later in February.
- On January 22<sup>nd</sup> I met with Eukia Lemaster of Community First Whatcom to share about BWCHA's role in the community and learn about their Free & Fast Transit Coalition.
- Bellingham's Community Development Advisory Board met in January, and heard a presentation from Road2Home, which operates an outreach program and tiny home village (Gardenview Village) in Whatcom County.
- The Whatcom County Housing Advisory Committee meets on Thursday February 12<sup>th</sup> and will receive updates on Whatcom County's winter shelter and the affordable housing development pipeline.

**Attachments:**

- Letter from HUD regarding 2026 HCV Leasing
- 2025 Strategic Initiatives Update
- FY 2026 budget summary from NAHRO

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

- NAHRO Washington Conference & Hill Day. Washington, DC. March 9th – 11th, 2026. Additional information can be found at: <https://www.nahro.org/events/washington-conference/>.
- Housing Washington Conference, Spokane, WA. October 20 – 22, 2026. <https://www.housingwa.org/>.

**From:** [HCV-Updates](#)  
**To:** [Andrew Calkins](#)  
**Subject:** An Important Note on PHA Budget Management in 2026 for WA025  
**Date:** Monday, December 22, 2025 2:16:59 PM

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December 22, 2025

Dear Executive Director,

Thank you for your continued partnership in administering the Housing Choice Voucher (HCV) program, especially as the program has navigated historic levels of funding shortfalls. As I wrote to you back in June, it is critically important that you prudently manage your HCV program budget and now I am writing to emphasize that this remains an essential responsibility of PHAs as we head into 2026.

While rent inflation has been historically high over recent years, it has moderated significantly nationally. Unfortunately, HUD has not seen corresponding moderation in national HCV program costs, and many PHAs are now on pace to see significant funding shortfalls again in 2026. **PHAs must take measures now to reduce program costs** to ensure that expenditures do not exceed their anticipated 2026 funding.

Although PHAs will not know their full 2026 housing assistance payments (HAP) funding allocation until Congress passes a full year appropriations bill, the decisions made now will heavily influence whether your PHA will be in shortfall. To help your PHA plan, HUD has provided in the attachment below your PHA's estimated 2026 inflation factor and our calculation of your per unit cost inflation for the prior six months. HUD also encourages PHAs to use the two year projection tool to assist with understanding their potential shortfall in 2026. Your agency should immediately take steps to stay within your projected annual funding allocation, and not rely on excess HAP reserves to fund your program.

HUD's tools to address funding shortfalls in 2026 are limited, and HUD cannot guarantee that funding will be available to your PHA to resolve any shortfall. HUD is currently assessing its 2026 shortfall funding eligibility criteria, and potentially will consider whether the PHA has continued or newly implemented cost-savings measures after receipt of this letter. Additionally, HUD is considering establishing a policy, once there is a full year appropriations bill, that would take into account the number of previous shortfall awards a PHA has received in determining eligibility, prioritization, and/or the amount of any 2026 shortfall award.

To avoid terminations of assistance, we are recommending all PHAs implement cost savings measures, including, but not limited to:

- Cease issuance of new vouchers (with the exception of HUD-VASH participants and newly awarded Foster Youth to Independence (FYI) vouchers)
- Pause entering into new project-based voucher agreements and commitments (with the exception of public housing repositioning efforts)
  - HUD strongly encourages PHAs to consider the most cost-effective methods of responsibly repositioning, including the Section 18 program

- Reduce payment standards, including ending the use of any approved exception payment and remain within the basic range except for reasonable accommodations as necessary
- Assess rent reasonableness policies and procedures to ensure compliance with statutory and regulatory requirements
- Adopt other cost savings measures in [PIH Notice 2025-28](#), “Cost-Savings Measures in the Housing Choice Voucher (HCV) and Project-based Voucher program.”

**All PHAs that received shortfall awards in 2025 are currently considered to be at-risk of a funding shortfall in 2026**, and must continue to adhere to the Action Plan created with the Shortfall Prevention Team. This means that your PHA **may not issue vouchers** except in the very limited circumstances allowable under the Action Plan, and also must continue to implement cost-savings measures. PHAs that do not continue adherence to their Action Plan may be ineligible for shortfall funds in 2026.

HUD is making available technical assistance throughout 2026 to help PHAs plan for prudent budget management. Please email [shortfallinquiries@hud.gov](mailto:shortfallinquiries@hud.gov) to request assistance. Thank you for everything that you and your staff do to serve your community.

Respectfully,



Benjamin Hobbs  
Principal Deputy Assistant Secretary  
Office of Public and Indian Housing

Attachment: Program Estimates for 2026

This attachment provides various program estimates that may be helpful for PHAs in estimating their overall HAP funding eligibility for 2026. HUD cautions that these are only estimates. As a reminder, PHAs will not learn their 2026 funding levels until after Congress passes a final full year appropriations bill.

In the annual appropriations act, Congress directs HUD how to calculate HAP renewal eligibility, and these factors are subject to change. Typically, however, the appropriations act requires HUD to rebenchmark HAP renewal formula eligibility based on validated Voucher Management System (VMS) leasing and cost data for the prior CY (January 1 – December 31). HUD then applies a renewal funding inflation factor (RFIF) to each PHA’s prior year expenditures, along with any proration factor and funding offset. For further details please see [PIH Notice 2025-13](#) pages 4-6.

Each year HUD publishes final Renewal Funding Inflation Factors after the appropriations act is finalized. The RFIFs reflect the amount of inflation estimated for your per unit costs in 2026. Until the RFIFs are published, they are subject to change. However, HUD has estimated what your PHA’s RFIF will be in 2026:

**PHA RFIF:** 6.36%

Each PHA reports leasing and housing assistance payments (HAP) into VMS monthly, and from those data HUD estimates what the per unit cost (PUC) is for your HCV program. The amount of change in the PUC over recent months can be an indicator of whether your HAP expenses are aligned with estimated inflation or are increasing at a pace higher than inflation. HUD has examined your PHA's per unit cost trend based on VMS data reported on March and September 2025 and annualized that average monthly PUC growth for comparison purposes. If your PUC trend is higher than your RFIF above, your PHA is likely at high-risk of funding shortfall in 2026. While the RFIF is not yet final, it is not appealable. HUD strongly recommends immediate cost-savings measures if your per unit cost inflation exceeds the RFIF or if there are other good reasons to believe that your PHA faces elevated shortfall risks in 2026. In addition, if you believe that HUD's estimated PUC trend is incorrect, please review your reported monthly HAP and Unit Months Leased (UML) in VMS and make any necessary corrections.

6.06%

**PHA Projected Annualized PUC growth:**

# BWCHA 2025 Strategic Initiatives – February 2026 Update

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## Summary

In late 2024, the BWCHA leadership began to develop a set of strategic initiatives and focus areas for 2025. These include core improvement efforts that strengthen the agency, assess or adjust operations to prepare for the future, or are projects which are at a critical juncture. These strategic initiatives are not intended to include every important work plan item or every strategic planning area. There are many projects and work plans happening around the agency that are not included.

Key themes for BWCHA in 2025 include: **(a)** elevating program monitoring and analysis to inform decision making; **(b)** improving communication of key information externally and internally; **(c)** maintaining long-term fiscal soundness; and **(d)** leveraging existing technology opportunities to support operations.

## Strategic Initiatives

### ***Housing Programs & Maintenance***

- **Advance Compliance and Reporting Capabilities:** In 2025, the Housing Programs, Maintenance, and IT teams will undertake multiple efforts to advance the agency's use of program data to inform decision making. This will involve the implementation of new technology resources, including a new Yardi module, Asset IQ, that will provide dashboard level insight into program performance and cost trends. BWCHA will also work to build capacity for existing staff to take on more regular reporting responsibilities. Key areas include establishing program metrics for regular monitoring, instituting quality control processes, and building out additional reporting tools. (Housing Programs, Maintenance, IT)

***Update:** In early 2025, a workgroup comprised of IT, Housing Programs and Maintenance staff collaborated to launch a new software module called Asset IQ. This new tool provides real-time insight into program operations allowing for more timely and informed decision making, identification of data anomalies and an overall increase in program performance awareness.*

*Housing Programs and Finance also worked to refine the HCV voucher management process, including data clean up, and utilization of new tools such as HUD's Two-Year-Tool, that enable more accurate leasing projections throughout the year and the ability to make more real time adjustments when needed.*

*The Housing Programs and Maintenance teams also identified key performance indicators (KPIs) and implemented quality control processes to maximize program utilization.*

*Relatedly, BWCHA's IT team has continued to support various Departments in leveraging technology and implementing new Yardi modules that allow for better tracking of information. The agency's transition to the SharePoint platform for all document storage in mid-2025 has also moved the agency's capabilities forward.*

- **Assess Project-Based Voucher (PBV) Program:** BHA administers 2,001 vouchers, 394 of which are project-based, meaning they are committed to a non-profit or BWCHA-owned property for 10 to 15 years. As PBVs are a valuable but limited resource, staff are currently

working to complete a PBV contract assessment to inform long-range planning, future placements, and effective utilization. (Housing Programs)

***Update:** The Housing Programs leadership team completed a data analysis of BWCHA's PBV program, focusing on vacancy, leasing, overall program data, and financial impact to properties. This led to conversations with service providers and third-party property managers about areas for improvement. This improvement work is ongoing. The analysis allowed for greater understanding of how PBVs are currently allocated and how they are supporting site revenues. The team also identified the existing PBV allocation policy as one that should be brought to the Board for review at least every three years (and will be brought forward in 2026).*

- **Identify & Address Health Needs:** In 2024, 73% of households served through BWCHA's federal housing programs (Public Housing & Housing Choice Vouchers) included an older adult or person living with a disability. Recognizing the relationship between health and housing, we will be working to assess needs and identify opportunities to support health and housing stability outcomes for people living at BWCHA's public housing sites. This work will include collaboration with external partners and identification of potential funding resources. (Executive, Housing Programs)

***Update:** In 2025, leadership began conversations with the Northwest Regional Council about increased coordination of support for elderly residents and those living with disabilities. BWCHA also joined the North Sound Accountable Community of Health's Collaborative Action Network and began participating in some forums. The budget for 2026 includes funding for a position focused on resident services that will have a significant focus on resident wellbeing and health.*

- **Expand Role in Decontamination:** Contamination of BWCHA units from methamphetamine use by tenants has been an ongoing challenge. Contracting for testing and remediation can carry significant costs, upwards of \$20,000 for a single unit. With an aim to reduce costs and streamline unit turns, the agency will be further assessing how the maintenance team supports this work, and whether the role can be expanded beyond BWCHA's public housing portfolio. (Maintenance)

***Update:** Maintenance leadership identified an opportunity for interested staff to expand their knowledge and training, including obtaining necessary certifications to respond to contaminated units. This led to a reorganization of the maintenance team, creating two teams, one primarily responsible for unit turnovers and the other for work order response and project completion. The unit turnover team worked closely with the Whatcom County Health Department to update BWCHA's Meth Monitoring and Remediation policy and establish mutually acceptable work plans when remediating a contaminated unit. This, coupled with BWCHA's utilization of staff to complete initial unit testing, resulted in an expedited timeline and reduced cost to decontaminate, rebuild and re-occupy impacted units. Maintenance has also completed testing in the agency's low-income housing tax credit units when feasible.*

### **Agency Infrastructure (Finance, Human Resources, & Information Technology)**

- **Streamline Financial Reporting Functions:** The Finance team will be implementing new monthly processes to streamline workflows, provide timely information to department

leadership, and inform 2026 budget development. This work will support all departments, allowing leadership to make use of timely reports to manage program performance while planning for long-term fiscal soundness. (Finance)

**Update:** *The Finance team implemented monthly financial statements for agency leadership during the first half of 2025. This regular review has led to insights in maintenance work order billing practices, staff allocations, and better tracking of the availability of cash for various purposes. Staff also moved a portion of Bellingham Local Fund resources to the state's Local Government Investment Pool (LGIP) for greater interest returns.*

*While not listed above, another significant initiative for 2025 was the issuance of an RFP to select a new banking partner. A final selection was made in December. BWCHA's transition to a new banking partner will allow the agency to further streamline work, minimize fees, and identify process improvement areas.*

- **Enhance Communications to the Public:** In 2025, communications efforts will largely focus on external audiences and residents. Highlights planned for 2025 include a new annual report or newsletter, regularly elevating success stories on our website and social media (LinkedIn), and administration of a participant survey centered on the resident experience working with BWCHA that will inform future participant communications. (Executive Services, Housing Programs)

**Update:** *During 2025, BWCHA's Communications Workgroup launched a new LinkedIn page, issued its first Annual Report in many years, and started publishing website updates on a more regular basis. In addition, we successfully sought coverage of the agency's new funding for the rehabilitation of Sumas Square in the Lynden Tribune. To inform future efforts, the agency is still planning a communication-focused survey to residents. The 2026 budget also includes funding for the design of a new resident-focused website.*

- **Advancing Equitable Practices:** In 2025, BWCHA will begin intentional conversations about maintaining and advancing practices that ensure access, fairness, and opportunity for applicants, program participants, and employees. This work will include consideration of processes that incorporate feedback from participants, community organizations, and the broader community. (Executive, Executive Services)

**Update:** *In 2025, BWCHA emphasized new opportunities to include resident feedback into decision making and launched a survey to help inform the Unity Street Redevelopment project. We also broadened outreach to community providers when opening waiting lists are reviewing waitlist application data to ensure equal access to various demographic groups. In addition, all staff participated in a de-escalation training from the Whatcom County Dispute Resolution Center. This led to productive conversations among staff, and Human Resources is working on identifying a follow-up training related to trauma-informed care for all staff to attend in March.*

- **Implement New Recruiting Platform:** To enhance the recruiting experience for prospective employment applicants, BWCHA plans to transition to a new platform for talent management – Paylocity, which the agency already uses for performance management and payroll. This shift will allow us to streamline elements of the recruiting cycle, broaden our

reach, and enhance the candidate's experience using a modern platform. (Executive Services)

***Update:** In August, BWCHA's Human Resources team transitioned our recruitment platform from fillable PDFs to a more modern platform via Paylocity. The new platform allows applicants to store their information and provide additional detail on their experience and an easier way for staff to review applications.*

## **Development**

- **Assemble Funding for Sumas Square Rehabilitation & Unity Street Redevelopment:** The 11-unit Sumas Square Apartments has been vacant since it was impacted by flooding in November 2021. The Development team is currently working with the Department of Commerce and Whatcom County to secure full funding for the elevation and rehabilitation of the site by the end of 2025. In 2025, BWCHA also plans to begin securing funding for the redevelopment of the agency's old office space on Unity Street into 63 units of affordable housing. (Development, Executive)

***Update:** The Development team successfully secured funding for three projects in 2025, including: \$3 million for the rehabilitation of Sumas Square through the State of Washington's Community Development Block Grant – Disaster Recovery federal allocation; \$6.2 million from the City of Bellingham and \$1 million from Whatcom County for the Unity Street Redevelopment project; and \$870,790 in additional resources from Whatcom County for the buildout of the Early Learning Center at Samish Commons. In early 2026, BWCHA successfully secured \$6 million in state funding for the Unity Street Redevelopment project.*

- **Public Housing Capital Fund Planning:** In 2024, BWCHA's Development team worked with SMR architects to complete capital needs assessments for the three senior & disabled high rise properties, and an assessment of landscaping and recreational equipment at public housing properties outside Bellingham. These assessments provide an opportunity for agency leadership to undertake strategic planning for long-term portfolio investments, identify funding needs, and designate multi-year projects. The Development team will also be working with IT and Finance to implement the job cost module in Yardi for CFP expenditures. (Development, Housing Programs, Maintenance)

***Update:** The Development team undertook multiple planning exercises in 2025, including completion of capital needs assessments for the three high-rise senior/disabled properties and the ensuing update of 5 Year Capital Plans for both BHA and WCHA's Public Housing Portfolios. Together, these exercises have given insight into the large amount of resources needed to meet the growing needs of these aging properties. The Development team has also worked with IT and Finance to begin utilizing the Job Costing module to track CFP awards and expenditures. The Development team also revamped our Capital Fund planning meetings to more proactively approach projects and address asset needs.*

## FY 2020

[Chart](#)[In-Depth Coverage](#)

## FY 2026 Appropriations Cycle

Discretionary Programs (\$ Millions)	FY 2024 Enacted	FY 2025 Enacted	FY 2026 Proposed	FY 2026 NAHRO	FY 2026 House	FY 2026 Senate	FY 2026 Enacted
Public Housing Operating Fund <sup>1</sup>	\$5,476	\$5,476	—	\$5,720	\$4,975	\$4,873	\$4,687
Public Housing Operating Fund Shortfall	\$25	\$25	—	\$580	\$25	\$214	\$337
Public Housing Capital Fund <sup>1</sup>	\$3,200	\$3,200	—	\$5,000	\$2,286	\$3,200	\$3,200
Resident Opportunities and Self-Sufficiency	\$40	\$40	—	\$40	\$35	\$45	\$40
Emergency Capital Needs	\$30	\$30	—	\$135	\$30	\$30	\$30
Jobs Plus Initiative	\$15	\$15	—	\$15	\$15	\$10	\$10
Choice Neighborhoods Initiative	\$75	\$75	—	\$300	—	\$40	\$25
Section 8 Housing Assistance Payment Renewals <sup>1</sup>	\$28,491	\$32,145	—	\$35,639	\$32,145	\$33,974	\$34,957
Administrative Fees	\$2,771	\$2,771	—	\$3,445	\$1,975	\$2,906	\$2,836
State Rental Assistance Block Grant	—	—	\$31,787	—	—	—	—
Tenant Protection Vouchers	\$337	\$337	—	\$500	\$375	\$430	\$601
HUD-VASH	\$15	\$15	—	\$50	—	\$15	\$15
HUD-VASH Tribal <sup>2</sup>	\$8	\$8	—	—	\$10	\$10	\$10
FUP/FYI Vouchers	\$30	\$30	\$25 <sup>4</sup>	—	\$30	\$30	\$30
Section 811 Mainstream Vouchers	\$743	\$743	—	\$837	\$743	\$810	— <sup>5</sup>
Family Self-Sufficiency (FSS)	\$141	\$141	—	\$200	\$125	\$156	\$156
Section 8 Project-Based Rental Assistance <sup>1</sup>	\$16,010	\$16,490	—	\$17,950	\$17,127	\$17,804	\$18,543
Community Development Block Grant	\$3,300	\$3,300	—	\$4,200	\$3,300	\$3,100	\$3,300
HOME Investment Partnerships Program	\$1,250	\$1,250	—	\$2,000	—	\$1,250	\$1,250
Housing Opportunities for Persons with AIDS	\$505	\$505	—	\$505	\$505	\$529	\$529
Homeless Assistance Grants <sup>3</sup>	\$4,051	\$4,051	\$4,020	\$4,060	\$4,158	\$4,530	\$4,417

1. The President's Budget proposes combining Public Housing, Section 8 Tenant-Based Rental Assistance and Project-Based Rental Assistance, Section 202, and Section 811 Vouchers into the State Rental Assistance Block Grant.
2. The President's Budget would provide \$10 million to support homeless Tribal Veterans, though this would no longer be provided via HUD-VASH Tribal.
3. The President's Budget would provide funding for an expanded Emergency Solutions Grant program but would not fund the Continuum of Care (CoC)

## Operations Quarterly Report

### FY 2025 Year End Review

#### Accomplishments

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

- **Funding and Leasing.**
  - Maximized Housing Choice Voucher (HCV) utilization – 100% leased and over 100% of funding spent.
    - Received HCV shortfall funding award of \$532,000.
  - Maximized Public Housing occupancy – 99% in the city and 98% in the county.
- **Expanded programs.**
  - Successfully collaborated with Spokane Housing Authority to transfer 8 Mainstream Vouchers to BWCHA.
  - Applied for 10 additional Veteran's Affairs Supportive Housing (VASH) vouchers and await award announcements.
  - Successfully reopened the HCV waitlist to 600 applicant households and the Public Housing waitlist to over 900 applicant households.
- **Advanced successful partnerships.**
  - Maintained 72 PBVs in community partner properties.
  - Maintained 93 PBVs in BWCHA's tax credit portfolio set-aside for households exiting homelessness. BWCHA contracts with community partners to provide support services to these households.
  - Collaborated with Whatcom County partner organizations to provide support following the December flooding event that impacted North Whatcom County.
  - Collaborated with Northwest Regional Council (NWRC) to apply for a pilot program to expand care coordination to BHA properties. Although the application was not successful, BWCHA and NWRC are partnering in new ways to provide necessary support to residents aging in place.
  - Participated in several community meeting forums from targeted program meetings to community planning meetings related to federal funding and programmatic changes.
- **Maintained program compliance.**
  - Met HUD's high performer requirements in both the Section Eight Management Assessment Program (SEMAP) and Public Housing Assessment Scoring (PHAS).
  - Successfully completed an investor inspection at Varsity Village.
  - Successfully completed a Management Occupancy Review at Varsity Village with an improved rating from 2024.
  - Successfully completed HUD National Standards for Physical Inspection of Real Estate (NSPIRE) inspections at Varsity Village and the Public Housing family properties receiving scores of 85 out of 100 each.

- **Focused on program integrity, efficiency, and stability.**
  - Launched Asset IQ, a Yardi dashboard program that aids in tracking program and property performance.
  - Improved Voucher Management tracking tools to provide improved reporting and enhance real time decision making.
  - Updated environmental drug decontamination and Enterprise Income Verification policies.
  - Completed a full analysis of the project-based voucher (PBV) program including HAP contract expirations, unit, and set-aside information.
  - Completed a comprehensive review of Varsity Village tenant files to ensure document and file management consistency.
  - Completed a market survey to inform the 2026 maintenance fee for service rates.
  - Completed a Public Housing and Varsity Village lease update to comply with new City of Bellingham regulations.
- **Maintained facilities and grounds.**
  - Completed preventative maintenance inspections in every public and affordable housing unit.
  - Upgraded electrical outlets in all Public Housing family units.
  - Completed playground upgrades at county Public Housing properties.
  - Completed replacement of Chuckanut Square 100-Gal water heater.
  - Replaced the sewer line at Birches and water main at Texas Meadows.
  - Actively engaged in the planning for 2026 capital fund projects.
  - Offered opportunities for training and certifications to staff, and added depth to our team with experienced new hires to improve our self-reliance and expertise.
- **Resident connections.**
  - Continued regular resident meetings at high rises and Varsity Village.
  - Participated in planning conversations to improve communication and feedback with residents.
  - Completed an annual “save my spot” process to maintain current waitlists.
  - Purchased new community room/lobby furniture and garden boxes for each high rise.

## Challenges

The BWCHA team has also been working to address ongoing challenges in the portfolio, including:

- **Rental Arrears.** Following the COVID-19 pandemic, the portfolio has continued to see high delinquency, resulting in lower revenues. BHA property managers continued their work to engage tenants in repayment agreements, and we have established this as a focus area of 2026 with the intention of collaborating with the accounting team to develop system improvements to enhance tracking of charges and improve resident notification.
- **Health Needs & Unit Conditions.** We continued to see increased levels of participants with health or ability-related needs that resulted in decreased compliance with inspection and unit condition standards in 2025. We also continued to see increased unit damage resulting in increased maintenance work order and unit turnover expenses. BHA’s property managers and maintenance staff worked to establish more open communication and collaborative relationships with Northwest Regional Council,

Lake Whatcom Treatment Center, Lydia Place, and the Bellingham Police Department, to provide necessary support and help maintain our goal of preserving housing opportunities.

- **Insufficient Federal Resources.** As in past years, program funding has continued to be insufficient. Coupled with a government shutdown, and significant staff turnover at HUD, effective program management has been increasingly challenging. The team persevered in maximizing program utilization and funding, but we foresee continued challenges of this nature in 2026.

## 2026 Goals and Initiatives

The Housing Programs and Maintenance departments' goals for 2026 will focus on core improvement efforts that strengthen the agency, assess or adjust operations to prepare for the future, or are projects at a critical juncture.

- **HCV leasing outlook and strategies:**
  - While we await an approved 2026 budget, we anticipate a slight increase over 2025 funding levels. That said, HCV ended 2025 in shortfall and continues to be subject to HUD's cost saving measures. The focus for 2026 will be to realize enough program capacity to transition households on the Emergency Housing Voucher program to HCV. BWCHA will continue to suspend voucher selections except for limited targeted selections on specific voucher types for the time being.
  - As the 2026 funding picture becomes clearer, the team will reassess leasing strategies with the hope of resuming minimal selections in 2026. We will also pursue opportunities for program expansion and additional funding as available.
- **PH leasing outlook and strategies:**
  - We continue to maintain high occupancy in public housing and fill units as quickly as possible when vacancies occur. With funding reductions expected in 2026, we will maintain a focus on maximizing occupancy while minimizing expenses. This includes completing as much turnover and maintenance work as possible in-house and continuing our focus on resolving tenant delinquencies.
- **Capital project planning:**
  - In collaboration with the Development team, Maintenance will focus on assessing building systems and revisiting our 5-year project action plan.
- **Continue focus on efficiency and stability:**
  - In 2026, the Maintenance department plans to fully utilize a mobile work order platform.
  - Maintenance will also focus on establishing a maintenance plan to provide clarity in responsibilities and expectations and to plan more proactively short-, medium- and longer-term maintenance activities.
  - Housing Programs will focus on improving file management, system integrity, and policy review.

Key Performance Indicators				
Audits/Reviews				
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	10/27/2025	HUD	NSPIRE	85/100
Public Housing – Family	12/4/2025	HUD	NSPIRE	85/100
Varsity Village	12/18/2025	Contract Management Services	Management Occupancy Review (MOR)	Satisfactory
Public Housing – High rises	1/7/2026	HUD	NSPIRE	87/100

Public Housing Occupancy Rates					
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%	99.5%	99.3%	99.3%
AMP 15	98.2%	99.5%	100%	98.5%	99.1%
WCHA	100%	98.6%	95.7%	99.5%	98.5%

Housing Choice Voucher Lease Up Rate					
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%	99.0%	97.0%	100%
% of Funding	105%	108%	107.9%	100.8%	103%
Per Unit HAP Expense	\$1,066.97	\$1,106.70	\$1,126.79	\$1,111.47	\$1,110.16
Applicants Selected	2	0	0	1	

Mainstream Voucher Lease Up Rate					
BHA has 158 Mainstream Vouchers designated for non-elderly people between 18 - 62 years of age with a disability.					
	Q1	Q2	Q3	Q4	Avg
% Of Units	87.5%	87.1%	95.1%	99.8%	94.9%
% of Funding	86.3%	87.3%	89.8%	100.9%	92.0%
Per Unit HAP Expense	\$925.40	\$946.00	\$888.61	\$953.99	\$937.13

Interims Completed – HCV and Public Housing												
	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	163	78	127	84	92	74

<b>Unit Turnover Time</b>			
	Public Housing – City YTD	Public Housing - County YTD	Affordable YTD
Total number of turnaround days	1302	295	1134
Total number of vacant units turned and leased	41	5	13
Average unit turnaround days	31	59	87

<b>Work Order Response</b>					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual
Total number of routine work orders	470	726	774	745	2715
Total number of emergency work orders	53	82	52	53	240
Average days to complete work order	4.7	3.9	4.6	3.7	4.2

<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%	85.9%	92.3%	76.2%	86.8%
Public Housing	40%	87.5%	88.2%	88.9%	88.9%	88.4%

BHA LIHTC 2025 QTR 4 Financial Data

	Reserve Balances		Asset Performance - Total Revenue vs Budgeted Revenue 4th Quarter				Percent Revenue Variance	# of Units	Expense Cost Per Unit - Total Costs / Total Units	2025 Annual Budgeted Revenue
	Replacement	Operating	Actual	Balance	Payment Plan	Budget				
Northwest Corner	\$1,816,122	\$0	\$1,796,572.43	\$436,658.63	5	\$1,774,834	1%	469	\$ 3,830.64	\$6,872,315
Bakerview Redevelopment	\$263,065	\$237,000	\$304,802.50	\$127,349	0	\$305,149	0%	96	\$ 3,175.03	\$1,200,954
Laube Hotel	\$224,535	\$0	\$62,214.00	\$9,570	0	\$76,960	-19%	23	\$ 2,704.96	\$300,613
Laurel Village	\$29,465	\$55,243	\$208,812.30	\$19,905	0	\$206,502	1%	51	\$ 4,094.36	\$814,758
Meadow Wood Townhomes	\$48,986	\$71,192	\$214,578.98	\$35,721	0	\$215,699	-1%	51	\$ 4,207.43	\$860,795
Meadow Wood 2	\$1,619	\$0	\$120,656.76	-\$868	1	\$99,127	22%	25	\$ 4,826.27	\$385,161
Oakland Building	\$67,178	\$59,630	\$34,835.99	-\$27,166	0	\$40,391	-14%	25	\$ 1,393.44	\$157,831
Orleans Place	\$293,126	\$0	\$128,955.00	\$17,501	0	\$152,669	-16%	24	\$ 5,373.13	\$609,140
River House	\$274,864	\$0	\$161,272.53	\$6,261	0	\$161,109	0%	50	\$ 3,225.45	\$635,039
Samish Commons A	\$123,366	\$179,596	\$228,097.03	\$27,942	0	\$225,948	1%	69	\$ 3,305.75	\$891,097
Samish Commons B	\$37,119	\$77,500	\$188,018.34	\$34,105	0	\$181,873	3%	53	\$ 3,547.52	\$721,757
Samish Commons C	\$43,463	\$0	\$155,642.00	\$88,112	0	\$164,598	-5%	49	\$ 3,176.37	\$654,042
Walton Place	\$350,773	\$0	\$220,037.00	\$21,102	0	\$193,476	14%	51	\$ 4,314.45	\$763,555
Walton Place 2	\$212,996	\$170,620	\$127,297.99	\$41,491	0	\$137,986	-8%	40	\$ 3,182.45	\$543,502
Willow Creek	\$20,480	\$20,480	\$45,047.32	\$36,543	0	\$44,756	1%	16	\$ 2,815.46	\$176,007
		<b>Totals:</b>	<b>\$3,996,840.17</b>	<b>\$874,227</b>	<b>6</b>	<b>\$3,981,076</b>	<b>0%</b>			

**BHA LIHTC 2025 QTR 4  
Audits / Reviews / Inspections**

<b>Property Reviewed</b>	<b>Date</b>	<b>Auditor/Reviewer</b>	<b>Type of Review</b>	<b>Status / Score / Comment</b>
Deer Run Terrace				
Harborview				
Orleans Place				
Laube Hotel				
Laurel Village				
Meadow Wood I				
Meadow Wood II				
Riverhouse				
Samish Commons	11/13/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete.
Samish Senior	11/18/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete.
Samish Family	11/20/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete.
Walton Place I				
Walton Place II	12/9/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete
Pacific Rim				
Fernview				
Willow Creek				
Seabreeze				
Creekside Meadows				
Oakland				
Cascade Meadows				
Bridge Creek				
Heather Commons I				
Heather Commons II				
Prince Court				

LIHTC Portfolio  
4th Quarter 2025 Report - Occupancy

LIHTC Portfolio 4th Quarter 2025 Report - Occupancy							
Property	Total Apts.	Average Physical Occupancy	Average Percent Occupied	October	November	December	
Bridge Creek	31	29	92%	28	28	30	
Cascade Meadows	216	201	93%	203	201	200	
Creekside	20	18	90%	19	20	15	
Deer Run Terrace	42	41	98%	41	41	41	
Fernview	30	27	91%	26	28	28	
Harborview	18	17	93%	16	17	17	
Heather Commons I	24	22	90%	21	21	23	
Heather Commons II	14	14	100%	14	14	14	
Laube Hotel	20	18	92%	18	18	19	
Laurel Village	51	49	96%	49	49	49	
Meadow Wood	51	42	83%	42	41	44	
Meadow Wood 2	25	24	96%	23	24	25	
Oakland Building	20	19	95%	19	19	19	
Orleans Place	24	20	83%	20	20	20	
Pacific Rim	132	127	96%	128	126	126	
Prince Court	25	25	100%	25	25	25	
River House	50	48	97%	48	49	48	
Seabreeze	11	10	88%	10	10	9	
Samish Commons A	69	65	94%	65	64	66	
Samish Commons B	53	46	87%	47	46	46	
Samish Commons C	49	47	97%	47	48	47	
Walton Place	51	47	93%	47	47	48	
Walton Place Two	40	39	98%	39	39	40	
Willow Creek	16	12	73%	12	12	11	
<b>Total</b>	<b>1082</b>	<b>1008</b>	<b>93%</b>				

**OCTOBER 2025 THROUGH DECEMBER 2025**

**Turnover Stats**

**LIHTC Portfolio 4th Quarter Report 2025**

<b>Property</b>	<b>Total Apts</b>	<b>Total Number of Unit Turns</b>	<b>% of Units Turned</b>	<b>Average Days to turn Apt.</b>	<b>Average Days Vacant</b>	<b>Comment</b>
Bridge Creek	31	2	6%	28	54	
Cascade Meadows	216	13	6%	31	68	CCM 408-102 CCM 404-202 FLOOD UNITS- CLAIM
Creekside	20	0	0%	0	0	
Deer Run Terrace	42	1	2%	25	42	
Fernview	30	0	0%	0	0	
Harborview	18	0	0%	0	0	
Heather Commons I	24	2	8%	0	82	HC 110 & 210 FIRE UNITS - CLAIM
Heather Commons II	14	0	0%	0	0	
Laube Hotel	20	0	0%	0	0	
Laurel Village	51	2	4%	42	68	
Meadow Wood 1	51	4	8%	35	62	
Meadow Wood 2	25	2	8%	45	54	
Oakland Building	20	1	5%	31	93	
Orleans Place	24	3	13%	47	60	OLP A204 & 104 FLOOD UNIT- CLAIM
Pacific Rim	132	6	5%	52	69	
Prince Court	25	0	0%	0	0	
River House	50	2	4%	0	0	
Samish Commons A	69	1	1%	0	153	SCA 404 METH UNIT
Samish Commons B	53	6	11%	31	35	SCB 303 SCB 607 METH UNIT
Samish Commons C	49	2	4%	34	48	SCC 104 METH UNIT
Seabreeze	11	1	9%	45	66	
Walton Place	51	4	8%	34	40	
Walton Place Two	40	0	0%	0	0	
Willow Creek	16	1	6%	25	65	
	1082	53				

LIHTC Portfolio  
Work Order Statistics - 4th QTR 2025

Property	Total Apts	Work Orders at End of 4th QTR 2025	New Work Orders 4th QTR 2025	Work Orders Closed During 4th QT 2025	Pending Work Orders as of 09/31/2025	New Work Order v. Unit Ratio	% New Work Orders in Relationship to Portfolio
Bridge Creek	31	3	1	61	99	3%	0%
Cascade Meadows	216	138	96	192	451	44%	11%
Creekside	20	0	0	14	9	0%	0%
Deer Run Terrace	42	9	7	69	32	17%	1%
Fernview	30	8	4	22	70	13%	0%
Harborview	18	17	6	28	44	33%	1%
Heather Commons I	24	1	1	22	64	4%	0%
Heather Commons II	14	5	4	2	41	29%	0%
Laube Hotel	20	3	2	8	27	10%	0%
Laurel Village	51	20	10	38	62	20%	1%
Meadow Wood 1	51	31	13	57	68	25%	1%
Meadow Wood 2	25	38	19	16	56	76%	2%
Oakland Building	20	1	1	6	26	5%	0%
Orleans Place	24	11	5	13	18	21%	1%
Pacific Rim	132	25	14	78	354	11%	2%
Prince Court	25	4	0	51	72	0%	0%
River House	50	1	0	28	88	0%	0%
Samish Commons a	69	57	38	32	93	55%	4%
samish commons b	53	15	10	43	51	19%	0%
samish commons c	49	31	15	68	57	31%	0%
Seabreeze	11	4	5	4	10	45%	1%
Walton Place	51	17	15	34	58	29%	2%
Walton Place Two	40	29	20		34	50%	2%
Willow Creek	16	2	2	4	21	13%	0%

1082                  470                  288                  890                  1905

Special Projects:	

LIHTC Portfolio  
4th Quarter Report 2025

**Capital Improvements**

**LIHTC Portfolio 4th Quarter Report 2025**

Property	Cap X Projects Completed	Cost	Budget	Variance	Comment
Bridge Creek	Exterior light fixtures replaced	\$5,995.00	\$16,000.00	\$0.00	Deposit paid, other half paid in Q1. Will be under the 16K total when complete.
Cascade Meadows					
Creekside					
Deer Run Terrace					
Fernview					
Harborview					
Heather Commons I	Fire units claim	\$36,000.00	\$0.00	\$36,000.00	110 & 210 claim units
Heather Commons II					
Laube Hotel					
Laurel Village					
Meadow Wood	Water leak claim	\$42,000.00	\$0.00	\$42,000.00	923-204 water leak claim
Meadow Wood 2					
Oakland Building					
Orleans Place					
Pacific Rim	Pump station puump replacement	\$12,430.00	\$0.00	\$12,430.00	Needed for septic station to function properly
Prince Court					
River House					
Samish Commons	407 meth unit (C building) 404 meth unit (A) 607 meth unit (A)	\$33,000.00	\$6,000.00	\$27,000.00	Meth units and rebuild (3)
Seabreeze					
Walton Place					
Walton Place Two					
Willow Creek					



**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:** Lindsay Burmeister, HR Manager/Executive Services

**DATE:** February 17, 2026

**SUBJECT:** Resolution 2837: Ratify Collective Bargaining Agreement as Negotiated,  
and Authorize Signing of Agreement For 2026

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**SUMMARY**

The members of the Bellingham & Whatcom County Housing Authority's negotiating team and representatives of the SEIU Local 925 bargaining unit reached an agreement for the 2026 collective bargaining agreement (CBA) annual contract opener. During the opener, the parties negotiated regarding benefits, wages and one language item per party. The parties agreed to a 4% cost-of-living adjustment (COLA) for all employees covered by the CBA retroactive to January 1, 2026, that employer will absorb 100% of the health care increases from 2025, a \$600 per employee ratification bonus (pro-rated by FTE), a monthly VEBA contribution of \$95/ month and language updates to Article 23: Grievance & Arbitration Procedure and Appendix B – LOA re: Pilot Program Drug Testing & Remediation.

Staff recommends approval of Resolution 2837, authorizing the executive director to sign the new SEIU Letter of Agreement, specifying the above understandings.

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

RATIFY COLLECTIVE BARGAINING AGREEMENT AS NEGOTIATED,  
AND AUTHORIZE SIGNING OF AGREEMENT FOR 2026

WHEREAS, the Bellingham Housing Authority (BHA) and the Service Employees International Union (SEIU) Local 925 have been engaged in negotiations according to the terms of the collective bargaining agreement; and

WHEREAS, the members of BHA’s negotiating team and the representatives of the bargaining unit have reached an agreement for the annual opener of the contract for benefits, wages and one language item each; and

WHEREAS, a one-year agreement was reached concerning wages, health care benefits and one additional language item per the attached “Letter of Agreement”; and

WHEREAS, the membership of the Service Employees International Union (SEIU) Local 925 have voted in favor of the Letter of Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Bellingham that the Letter of Agreement, attached hereto and made a part hereof, is hereby approved.

BE IT FURTHER RESOLVED that the Executive Director/CEO is hereby authorized to sign the new SEIU contract, specifying the above understandings.

DATED this 17<sup>th</sup> day of February 2026

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

# LETTER OF AGREEMENT

BY AND BETWEEN

THE BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITY

AND

SERVICE EMPLOYEES INTERNATIONAL UNION

LOCAL 925

## 2025 Contract Reopener for 2026

Whereas the Bellingham/Whatcom County Housing Authority (herein Employer) and the Service Employees International Union, Local 925 (herein SEIU925) have contained in the current Collective Bargaining Agreement (herein CBA) Article 25 Term of Agreement, Section 25.1 Term of Agreement language regarding annual reopeners addressing wages, health benefits/VEBA, and one language item per party and,

Therefore the Employer and SEIU925 agree that the terms and conditions of the 2024-2028 Collective Bargaining Agreement are amended as provided below.

### **Wages and Compensation**

**Section 25.1 Wages 2026:** Effective January 1, 2026, the wage rates on the salary schedule shall be increased by four (4%) percent.

### **MEMORANDUM OF UNDERSTANDING**

#### **One-Time Ratification Payment**

Current bargaining unit employees will receive a one-time payment the first pay period at least five (5) days after the CBA is ratified by both parties. The payment will be \$600 for 1.0 FTE employees, pro-rated by FTE. To be eligible for the payment, employees must be in the bargaining unit at the time of ratification and on the payment date.

**Health & Welfare/VEBA**

**Article 16.1 Change rates for medical to reflect the following Employee contributions:**

The Employer shall maintain for all full-time employees and their family members (children and spouse) family medical, family dental, and family eye care coverage through Group Health Cooperative, Group Health Options, Uniform Medical Plan PPO or Community Health Plan of Washington as long as offered through the Public Employees Benefit Board (PEBB). The following employee co-premiums shall be paid through automatic payroll deductions.

**Health Benefits 2026:** For the ~~2025~~ 2026 plan year, the employer agrees to absorb 100% of the health care increases from ~~2024~~ 2025 by calculating the aggregate cost of the increases for the represented employees and increasing the employer paid portion of the premiums in proportion to the current funding levels per census group, regardless of individual plan choice.

Employee Share	Kaiser WA Classic	Kaiser WA Value	Kaiser Sound Choice*	Kaiser CDHP
EE	\$172.43	\$81.19	\$28.67	\$27.61
ES	\$394.97	\$212.56	\$107.44	\$99.76
EC	\$330.70	\$171.08	\$79.10	\$87.67
EF	\$553.61	\$302.81	\$158.26	\$101.88

Employee Share	UMP Classic	UMP Plus**	UMP Plus - PSHVN***	UMP CDHP	UMP Select
EE	\$97.44	\$63.74	\$63.74	\$25.66	\$57.17
ES	\$245.03	\$177.64	\$177.64	\$97.24	\$122.57
EC	\$199.79	\$140.54	\$140.54	\$85.28	\$98.96
EF	\$347.45	\$254.79	\$254.79	\$98.89	\$164.37

- \*Kaiser Sound Choice available in Snohomish County Only.
- \*\*UMP Plus Available in Skagit and Snohomish Counties Only.
- \*\*\*UMP Plus-PSHVN Available in Snohomish County Only.

**Notes:**

- (1) IRS rules require that those selecting CDHP plans exhaust all funds in their health savings account prior to accessing their VEBA account for reimbursement of covered expenses.
- (2) Kaiser Sound Choice only available to those living in: Snohomish County
- ~~(3) UMP Plus only available to those living in: Skagit and Snohomish County~~
- ~~(4) UMP Plus PSHVN only available to those living in: Snohomish County~~

**[The tables above will be updated to reflect the UMP Plus Plan deletions]**

**Section 16.4: VEBA**

The Employer shall contribute ~~eighty-five dollars (\$85.00)~~ ninety-five (\$95) dollars per month toward each employee's VEBA account and shall re-educate employees on the

VEBA benefit annually. Upon separation, the Employer shall contribute an amount equal to twenty five percent (25%) of the value of an employee's unused sick leave balance into a Health Reimbursement Account (VEBA), provided that the separation of employment was not due to gross misconduct or the employee failed to give at least two (2) weeks' notice of resignation.

**Article 23 Grievance and Arbitration Procedure** [Add new Step 4 Mediation]

*[All previous provisions of Section 23.1 remain unchanged]*

**Step 4 Mediation:** If the issue remains unresolved at step 2, or Step 3 if the issue had been referred to the Housing Authority Board, then if agreed between the parties the issue may be referred by the Union to the Washington State Public Employees Relations Commission (PERC) for mediation in advance of referral to arbitration under Section 23.2 Arbitration Procedures. Should the issue remain unresolved following the conclusion this mediation step, the Union may refer the issue to Arbitration.

## Section 23.2: ARBITRATION PROCEDURES

If no settlement is reached in Step 3 or Step 4 if applicable, the union may request that the matter be submitted to an arbiter as hereinafter provided:

- A. Written notice of a request for arbitration shall be made to the Executive Director within ten (10) days of receipt of the disposition letter at Step 3 or Step 4 Mediation.

*[All previous provisions of Section 23.2 remain unchanged]*

**APPENDIX B - LETTER OF AGREEMENT re Pilot Program Drug Testing and Remediation –**  
Extend Pilot for 2 years

*[All other previous provisions of Appendix B remain unchanged]*

5. This pilot program shall expire on January 1, ~~2028~~ 2026, unless extended by mutual agreement by the parties.

**This Agreement shall be in full force and effective upon ratification and approval by both parties.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**Bellingham/Whatcom County Housing Authority**

**SEIU Local 925**

\_\_\_\_\_  
Andrew Calkins, Executive Director

\_\_\_\_\_  
Brandon Tippy, Internal Organizer

\_\_\_\_\_  
Stephen Gockley,  
Board of Commissioners Chair Person

Monthly Rates		2026										
Position	Grade	*Salary Range		Step 1 - Monthly	Step 2 - Monthly	Step 3 - Monthly	Step 4 - Monthly	Step 5 - Monthly	Step 6 - Monthly	Step 7 - Monthly	Step 8 - Monthly	Step 9 - Monthly
Maintenance Technician III	10	\$68,504	\$90,207	\$5,708.67	\$5,908.48	\$6,115.27	\$6,329.30	\$6,550.84	\$6,780.11	\$7,017.41	\$7,263.02	\$7,517.22
Maintenance Program Specialist	9	\$65,242	\$85,911	\$5,436.83	\$5,627.12	\$5,824.07	\$6,027.91	\$6,238.89	\$6,457.25	\$6,683.25	\$6,917.16	\$7,159.27
Maintenance Technician II	7	\$59,177	\$77,924	\$4,931.36	\$5,103.97	\$5,282.60	\$5,467.49	\$5,658.85	\$5,855.83	\$6,061.90	\$6,274.07	\$6,493.67
Grounds Technician III	5	\$53,674	\$70,679	\$4,472.89	\$4,629.45	\$4,791.48	\$4,959.18	\$5,132.74	\$5,312.39	\$5,498.32	\$5,690.78	\$5,889.95
Maintenance Technician I	5	\$53,674	\$70,679	\$4,472.89	\$4,629.45	\$4,791.48	\$4,959.18	\$5,132.74	\$5,312.39	\$5,498.32	\$5,690.78	\$5,889.95
Maintenance Program Assistant	4	\$51,119	\$67,314	\$4,259.90	\$4,409.00	\$4,563.31	\$4,723.02	\$4,888.33	\$5,059.42	\$5,236.50	\$5,419.77	\$5,609.47
Building Services Tech III	3	\$48,685	\$64,109	\$4,057.05	\$4,199.04	\$4,346.01	\$4,498.11	\$4,655.55	\$4,818.50	\$4,987.15	\$5,161.70	\$5,342.36
Grounds Technician II	3	\$48,685	\$64,109	\$4,057.05	\$4,199.04	\$4,346.01	\$4,498.11	\$4,655.55	\$4,818.50	\$4,987.15	\$5,161.70	\$5,342.36
Operations Program Assistant	3	\$48,685	\$64,109	\$4,057.05	\$4,199.04	\$4,346.01	\$4,498.11	\$4,655.55	\$4,818.50	\$4,987.15	\$5,161.70	\$5,342.36
Building Services Tech II	2	\$46,366	\$61,055	\$3,863.85	\$3,999.09	\$4,139.05	\$4,283.93	\$4,433.86	\$4,589.04	\$4,749.66	\$4,915.90	\$5,087.96
Building Services Tech I	1	\$44,158	\$58,148	\$3,679.86	\$3,808.66	\$3,941.95	\$4,079.92	\$4,222.72	\$4,370.52	\$4,523.49	\$4,681.81	\$4,845.67
Grounds Technician I	1	\$44,158	\$58,148	\$3,679.86	\$3,808.66	\$3,941.95	\$4,079.92	\$4,222.72	\$4,370.52	\$4,523.49	\$4,681.81	\$4,845.67

Hourly Rates		2026										
Position	Grade	*Salary Range		Step 1 - Monthly	Step 2 - Monthly	Step 3 - Monthly	Step 4 - Monthly	Step 5 - Monthly	Step 6 - Monthly	Step 7 - Monthly	Step 8 - Monthly	Step 9 - Monthly
Maintenance Technician III	10	\$68,504	\$90,207	\$36.59	\$37.88	\$39.20	\$40.57	\$41.98	\$43.46	\$44.98	\$46.55	\$48.18
Maintenance Program Specialist	9	\$65,242	\$85,911	\$34.85	\$36.07	\$37.34	\$38.65	\$40.00	\$41.39	\$42.85	\$44.35	\$45.90
Maintenance Technician II	7	\$59,177	\$77,924	\$31.62	\$32.72	\$33.86	\$35.05	\$36.28	\$37.54	\$38.86	\$40.22	\$41.62
Grounds Technician III	5	\$53,674	\$70,679	\$28.67	\$29.68	\$30.71	\$31.79	\$32.91	\$34.05	\$35.25	\$36.48	\$37.76
Maintenance Technician I	5	\$53,674	\$70,679	\$28.67	\$29.68	\$30.71	\$31.79	\$32.91	\$34.05	\$35.25	\$36.48	\$37.76
Maintenance Program Assistant	4	\$51,119	\$67,314	\$27.31	\$28.27	\$29.26	\$30.27	\$31.34	\$32.44	\$33.56	\$34.74	\$35.96
Building Services Tech III	3	\$48,685	\$64,109	\$26.00	\$26.93	\$27.86	\$28.84	\$29.84	\$30.89	\$31.97	\$33.08	\$34.25
Grounds Technician II	3	\$48,685	\$64,109	\$26.00	\$26.93	\$27.86	\$28.84	\$29.84	\$30.89	\$31.97	\$33.08	\$34.25
Operations Program Assistant	3	\$48,685	\$64,109	\$26.00	\$26.93	\$27.86	\$28.84	\$29.84	\$30.89	\$31.97	\$33.08	\$34.25
Building Services Tech II	2	\$46,366	\$61,055	\$24.77	\$25.64	\$26.53	\$27.47	\$28.42	\$29.42	\$30.45	\$31.51	\$32.61
Building Services Tech I	1	\$44,158	\$58,148	\$23.59	\$24.42	\$25.27	\$26.16	\$27.07	\$28.02	\$29.00	\$30.01	\$31.06
Grounds Technician I	1	\$44,158	\$58,148	\$23.59	\$24.42	\$25.27	\$26.16	\$27.07	\$28.02	\$29.00	\$30.01	\$31.06

Maintenance on-call rates of pay for 2026 shall be \$50.61 per each Saturday, Sunday or holiday assigned and \$36.17 for all other days so assigned.

\*Salary Range: Rounded to nearest dollar

\*\*Hourly Rate: Based upon 1,872 hours per year





**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:** Lindsay Burmeister, HR Manager/Executive Services

**DATE:** February 17, 2026

**SUBJECT:** Resolution 2838: Revise Non-Exempt Salary Schedule "B" And "C" To Reflect Increase In Non-Exempt Salaries For 2026

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**SUMMARY**

The Bellingham Housing Authority (BHA) reached a one-year agreement with the bargaining unit, SEIU Local 925, to increase the current wage scale with a 4 percent cost-of-living adjustment (COLA), retroactively effective January 1, 2026, for all employees covered by the collective bargaining agreement. The BWCHA leadership team has identified sufficient funding to pay for the increase in salaries during 2026.

Salary schedule B-1 also includes the new classification of Operations Program Assistant.

Staff recommends approval of Resolution 2838, which revises Salary Schedules "B" and "C" for non-exempt employees to reflect the 4 percent COLA adjustment, retroactively effective January 1, 2026.

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

REVISE NON-EXEMPT SALARY SCHEDULE "B" AND "C" TO REFLECT  
INCREASE IN NON-EXEMPT SALARIES FOR 2026

WHEREAS, the Bellingham Housing Authority (BHA) reached a 1-year agreement with the bargaining unit to increase the current wage scale with a 4 percent cost-of-living adjustment (COLA) for all represented employees for 2026.

WHEREAS, the new classification "Operations Program Assistant" has been added to the B-1 salary schedule.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Bellingham that Salary Schedules "B" and "C", the salary schedules for non-exempt employees, are hereby revised in the form attached hereto and made a part hereof and provide implementation of the 4% increase for non-exempt employees, retroactively effective January 1, 2026.

DATED this 17<sup>th</sup> day of February 2026

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



**BELLINGHAM  
WHATCOM COUNTY  
HOUSING AUTHORITIES**

**EXHIBIT B-1  
SALARY SCHEDULE FOR NON-EXEMPT (BARGAINING UNIT) EMPLOYEES**

Effective January 1, 2026

Monthly Rates	Grade	2026		2026	2026	2026	2026	2026	2026	2026	2026	2026
		POSITION	*Salary Range	Step 1 - Monthly	Step 2 - Monthly	Step 3 - Monthly	Step 4 - Monthly	Step 5 - Monthly	Step 6 - Monthly	Step 7 - Monthly	Step 8 - Monthly	Step 9 - Monthly
Maintenance Technician III	10	\$68,504	\$90,207	\$5,708.67	\$5,908.47	\$6,115.27	\$6,329.31	\$6,550.83	\$6,780.11	\$7,017.41	\$7,263.02	\$7,517.23
Maintenance Program Specialist	9	\$65,242	\$85,911	\$5,436.83	\$5,627.12	\$5,824.07	\$6,027.91	\$6,238.89	\$6,457.25	\$6,683.25	\$6,917.17	\$7,159.27
Maintenance Technician II	7	\$59,176	\$77,924	\$4,931.36	\$5,103.96	\$5,282.60	\$5,467.49	\$5,658.85	\$5,856.91	\$6,061.91	\$6,274.07	\$6,493.66
Grounds Technician III	5	\$53,675	\$70,679	\$4,472.89	\$4,629.44	\$4,791.47	\$4,959.18	\$5,132.75	\$5,312.39	\$5,498.33	\$5,690.77	\$5,889.94
Maintenance Technician I	5	\$53,675	\$70,679	\$4,472.89	\$4,629.44	\$4,791.47	\$4,959.18	\$5,132.75	\$5,312.39	\$5,498.33	\$5,690.77	\$5,889.94
Maintenance Program Assistant	4	\$51,119	\$67,314	\$4,259.90	\$4,409.00	\$4,563.31	\$4,723.03	\$4,888.33	\$5,059.42	\$5,236.50	\$5,419.78	\$5,609.47
Building Services Tech III	3	\$48,685	\$64,108	\$4,057.05	\$4,199.04	\$4,346.01	\$4,498.12	\$4,655.55	\$4,818.50	\$4,987.14	\$5,161.69	\$5,342.35
Grounds Technician II	3	\$48,685	\$64,108	\$4,057.05	\$4,199.04	\$4,346.01	\$4,498.12	\$4,655.55	\$4,818.50	\$4,987.14	\$5,161.69	\$5,342.35
Operations Program Assistant	3	\$48,685	\$64,108	\$4,057.05	\$4,199.04	\$4,346.01	\$4,498.12	\$4,655.55	\$4,818.50	\$4,987.14	\$5,161.69	\$5,342.35
Building Services Technician II	2	\$46,366	\$61,055	\$3,863.85	\$3,999.09	\$4,139.06	\$4,283.92	\$4,433.86	\$4,589.05	\$4,749.66	\$4,915.90	\$5,087.96
Building Services Technician I	1	\$44,158	\$58,148	\$3,679.86	\$3,808.65	\$3,941.96	\$4,079.93	\$4,222.72	\$4,370.52	\$4,523.49	\$4,681.81	\$4,845.67
Grounds Technician I	1	\$44,158	\$58,148	\$3,679.86	\$3,808.65	\$3,941.96	\$4,079.93	\$4,222.72	\$4,370.52	\$4,523.49	\$4,681.81	\$4,845.67

Hourly Rates**	Grade	2026		2026	2026	2026	2026	2026	2026	2026	2026	2026
		POSITION	*Salary Range	Step 1 - Hourly**	Step 2 - Hourly**	Step 3 - Hourly**	Step 4 - Hourly**	Step 5 - Hourly**	Step 6 - Hourly**	Step 7 - Hourly**	Step 8 - Hourly**	Step 9 - Hourly**
Maintenance Technician III	10	\$68,504	\$90,207	\$36.59	\$37.87	\$39.20	\$40.57	\$41.99	\$43.46	\$44.98	\$46.56	\$48.19
Maintenance Program Specialist	9	\$65,242	\$85,911	\$34.85	\$36.07	\$37.33	\$38.64	\$39.99	\$41.39	\$42.84	\$44.34	\$45.89
Maintenance Technician II	7	\$59,176	\$77,924	\$31.61	\$32.72	\$33.86	\$35.05	\$36.27	\$37.54	\$38.86	\$40.22	\$41.63
Grounds Technician III	5	\$53,675	\$70,679	\$28.67	\$29.68	\$30.71	\$31.79	\$32.90	\$34.05	\$35.25	\$36.48	\$37.76
Maintenance Technician I	5	\$53,675	\$70,679	\$28.67	\$29.68	\$30.71	\$31.79	\$32.90	\$34.05	\$35.25	\$36.48	\$37.76
Maintenance Program Assistant	4	\$51,119	\$67,314	\$27.31	\$28.26	\$29.25	\$30.28	\$31.34	\$32.43	\$33.57	\$34.74	\$35.96
Building Services Tech III	3	\$48,685	\$64,108	\$26.01	\$26.92	\$27.86	\$28.83	\$29.84	\$30.89	\$31.97	\$33.09	\$34.25
Grounds Technician II	3	\$48,685	\$64,108	\$26.01	\$26.92	\$27.86	\$28.83	\$29.84	\$30.89	\$31.97	\$33.09	\$34.25
Operations Program Assistant	3	\$48,685	\$64,108	\$26.01	\$26.92	\$27.86	\$28.83	\$29.84	\$30.89	\$31.97	\$33.09	\$34.25
Building Services Technician II	2	\$46,366	\$61,055	\$24.77	\$25.64	\$26.53	\$27.46	\$28.42	\$29.42	\$30.45	\$31.51	\$32.62
Building Services Technician I	1	\$44,158	\$58,148	\$23.59	\$24.41	\$25.27	\$26.15	\$27.07	\$28.02	\$29.00	\$30.01	\$31.06
Grounds Technician I	1	\$44,158	\$58,148	\$23.59	\$24.41	\$25.27	\$26.15	\$27.07	\$28.02	\$29.00	\$30.01	\$31.06

2026 COLA 4%

On-Call Rates:

The Maintenance Employee on-call rates of pay for 2026 shall be \$50.61 per each Saturday, Sunday or holiday assigned and \$36.17 for all other days so assigned

\*Salary Range: Rounded to nearest dollar

\*\*Hourly Rate: Based upon 1,872 hours per year



**BELLINGHAM  
WHATCOM COUNTY  
HOUSING AUTHORITIES**

**EXHIBIT C-1  
SALARY SCHEDULE FOR NON-EXEMPT (BARGAINING UNIT) EMPLOYEES**

Effective January 1, 2026

Monthly Rates	Grade	2026		2026	2026	2026	2026	2026	2026	2026	2026	2026
		*Salary Range		Step 1 - Monthly	Step 2 - Monthly	Step 3 - Monthly	Step 4 - Monthly	Step 5 - Monthly	Step 6 - Monthly	Step 7 - Monthly	Step 8 - Monthly	Step 9 - Monthly
Senior Accountant	14	\$83,078	\$109,398	\$6,923.19	\$7,165.50	\$7,416.29	\$7,675.86	\$7,944.52	\$8,222.57	\$8,510.36	\$8,808.23	\$9,116.51
Accountant	12	\$75,526	\$99,453	\$6,293.81	\$6,514.09	\$6,742.09	\$6,978.06	\$7,222.29	\$7,475.07	\$7,736.70	\$8,007.48	\$8,287.74
Development Coordinator	12	\$75,526	\$99,453	\$6,293.81	\$6,514.09	\$6,742.09	\$6,978.06	\$7,222.29	\$7,475.07	\$7,736.70	\$8,007.48	\$8,287.74
Housing Programs Coordinator III	10	\$68,504	\$90,207	\$5,708.67	\$5,908.47	\$6,115.27	\$6,329.31	\$6,550.83	\$6,780.11	\$7,017.41	\$7,263.02	\$7,517.23
Housing Inspector	9	\$65,242	\$85,911	\$5,436.83	\$5,627.12	\$5,824.07	\$6,027.91	\$6,238.89	\$6,457.25	\$6,683.25	\$6,917.17	\$7,159.27
IT Specialist - Housing Management Software	7	\$59,176	\$77,924	\$4,931.36	\$5,103.96	\$5,282.60	\$5,467.49	\$5,658.85	\$5,856.91	\$6,061.91	\$6,274.07	\$6,493.66
IT Specialist - Systems Support Technician	7	\$59,176	\$77,924	\$4,931.36	\$5,103.96	\$5,282.60	\$5,467.49	\$5,658.85	\$5,856.91	\$6,061.91	\$6,274.07	\$6,493.66
Accounting Technician - Payroll	6	\$56,358	\$74,213	\$4,696.54	\$4,860.92	\$5,031.05	\$5,207.13	\$5,389.38	\$5,578.01	\$5,773.24	\$5,975.31	\$6,184.44
Housing Programs Coordinator II	6	\$56,358	\$74,213	\$4,696.54	\$4,860.92	\$5,031.05	\$5,207.13	\$5,389.38	\$5,578.01	\$5,773.24	\$5,975.31	\$6,184.44
Property Manager	5	\$53,675	\$70,679	\$4,472.89	\$4,629.44	\$4,791.47	\$4,959.18	\$5,132.75	\$5,312.39	\$5,498.33	\$5,690.77	\$5,889.94
Accounting Technician	5	\$53,675	\$70,679	\$4,472.89	\$4,629.44	\$4,791.47	\$4,959.18	\$5,132.75	\$5,312.39	\$5,498.33	\$5,690.77	\$5,889.94
Housing Programs Coordinator I	4	\$51,119	\$67,314	\$4,259.90	\$4,409.00	\$4,563.31	\$4,723.03	\$4,888.33	\$5,059.42	\$5,236.50	\$5,419.78	\$5,609.47
IT Support Technician	4	\$51,119	\$67,314	\$4,259.90	\$4,409.00	\$4,563.31	\$4,723.03	\$4,888.33	\$5,059.42	\$5,236.50	\$5,419.78	\$5,609.47
Housing Programs Assistant	2	\$46,366	\$61,055	\$3,863.85	\$3,999.09	\$4,139.06	\$4,283.92	\$4,433.86	\$4,589.05	\$4,749.66	\$4,915.90	\$5,087.96
Program Assistant, Inspections	2	\$46,366	\$61,055	\$3,863.85	\$3,999.09	\$4,139.06	\$4,283.92	\$4,433.86	\$4,589.05	\$4,749.66	\$4,915.90	\$5,087.96

Hourly Rates**	Grade	2026		2026	2026	2026	2026	2026	2026	2026	2026	2026
		*Salary Range		Step 1 - Hourly**	Step 2 - Hourly**	Step 3 - Hourly**	Step 4 - Hourly**	Step 5 - Hourly**	Step 6 - Hourly**	Step 7 - Hourly**	Step 8 - Hourly**	Step 9 - Hourly**
Senior Accountant	14	\$83,078	\$109,398	\$44.38	\$45.93	\$47.54	\$49.20	\$50.93	\$52.71	\$54.55	\$56.46	\$58.44
Accountant	12	\$75,526	\$99,453	\$40.34	\$41.76	\$43.22	\$44.73	\$46.30	\$47.92	\$49.59	\$51.33	\$53.13
Development Coordinator	12	\$75,526	\$99,453	\$40.34	\$41.76	\$43.22	\$44.73	\$46.30	\$47.92	\$49.59	\$51.33	\$53.13
Housing Programs Coordinator III	10	\$68,504	\$90,207	\$36.59	\$37.87	\$39.20	\$40.57	\$41.99	\$43.46	\$44.98	\$46.56	\$48.19
Housing Inspector	9	\$65,242	\$85,911	\$34.85	\$36.07	\$37.33	\$38.64	\$39.99	\$41.39	\$42.84	\$44.34	\$45.89
IT Specialist - Housing Management Software	7	\$59,176	\$77,924	\$31.61	\$32.72	\$33.86	\$35.05	\$36.27	\$37.54	\$38.86	\$40.22	\$41.63
IT Specialist - Systems Support Technician	7	\$59,176	\$77,924	\$31.61	\$32.72	\$33.86	\$35.05	\$36.27	\$37.54	\$38.86	\$40.22	\$41.63
Accounting Technician - Payroll	6	\$56,358	\$74,213	\$30.11	\$31.16	\$32.25	\$33.38	\$34.55	\$35.76	\$37.01	\$38.30	\$39.64
Housing Programs Coordinator II	6	\$56,358	\$74,213	\$30.11	\$31.16	\$32.25	\$33.38	\$34.55	\$35.76	\$37.01	\$38.30	\$39.64
Property Manager	5	\$53,675	\$70,679	\$28.67	\$29.68	\$30.71	\$31.79	\$32.90	\$34.05	\$35.25	\$36.48	\$37.76
Accounting Technician	5	\$53,675	\$70,679	\$28.67	\$29.68	\$30.71	\$31.79	\$32.90	\$34.05	\$35.25	\$36.48	\$37.76
Housing Programs Coordinator I	4	\$51,119	\$67,314	\$27.31	\$28.26	\$29.25	\$30.28	\$31.34	\$32.43	\$33.57	\$34.74	\$35.96
IT Support Technician	4	\$51,119	\$67,314	\$27.31	\$28.26	\$29.25	\$30.28	\$31.34	\$32.43	\$33.57	\$34.74	\$35.96
Housing Programs Assistant	2	\$46,366	\$61,055	\$24.77	\$25.64	\$26.53	\$27.46	\$28.42	\$29.42	\$30.45	\$31.51	\$32.62
Program Assistant, Inspections	2	\$46,366	\$61,055	\$24.77	\$25.64	\$26.53	\$27.46	\$28.42	\$29.42	\$30.45	\$31.51	\$32.62

2026 COLA 4%

\*Salary Range: Rounded to nearest dollar

\*\*Hourly Rate: Based upon 1,872 hours per year



**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:** Lindsay Burmeister, HR Manager/Executive Services

**DATE:** February 17, 2026

**SUBJECT:** Resolution 2839: Revise Exempt Salary Schedules to Reflect Increase in Exempt Salaries For 2026

---

**SUMMARY**

The Bellingham Housing Authority (BHA) proposes the approval of Resolution 2839 to increase salaries for exempt employees. This includes a 4 percent cost-of-living adjustment (COLA) retroactively effective January 1, 2026, which mirrors the proposed increase for non-exempt staff. The employer will also absorb 100% of the health care increases from 2025, and the monthly VEBA contribution will be increased to \$95 per month for exempt employees. In addition, a \$600 bonus shall be provided for each exempt employee, commensurate to a similar provision for non-exempt staff, with the executive director opting to be excluded from this bonus.

Staff recommends approval of Resolution 2839, which revises Salary Schedule "D" and the Executive Salary Range to reflect the 4 percent adjustment, retroactively effective January 1, 2026.

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

REVISE EXEMPT SALARY SCHEDULES TO REFLECT  
INCREASE IN EXEMPT SALARIES FOR 2026

WHEREAS, the Bellingham Housing Authority (BHA) wishes to increase salaries with a four percent (4%) cost-of-living adjustment (COLA) for all exempt employees retroactively effective January 1, 2026, commensurate with a similar provision of the collective bargaining agreement; and

WHEREAS, this increase has resulted in a need to revise Salary Schedule D and the Executive Salary Range; and

WHEREAS, the Bellingham Housing Authority also wishes to provide exempt employees (excluding the executive director, who has opted out) with a \$600 per person bonus, commensurate with a similar provision for non-exempt staff as part of the 2026 collective bargaining agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Bellingham that the salary schedules for exempt employees are hereby revised in the form attached hereto and made a part hereof, providing a 4% salary increase for all exempt employees, retroactively effective January 1, 2026.

DATED this 17<sup>th</sup> day of February 2026

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



**BELLINGHAM  
WHATCOM COUNTY  
HOUSING AUTHORITIES**

**EXHIBIT D  
SALARY SCHEDULE FOR EXEMPT EMPLOYEES**

Effective January 1, 2026

Monthly Rates		2026		2026	2026	2026	2026	2026	2026	2026	2026	2026
POSITION	Grade	*Salary Range		Step 1 - Monthly	Step 2 - Monthly	Step 3 - Monthly	Step 4 - Monthly	Step 5 - Monthly	Step 6 - Monthly	Step 7 - Monthly	Step 8 - Monthly	Step 9 - Monthly
Chief Operating Officer	24	\$135,633	\$178,603	\$11,302.78	\$11,698.37	\$12,107.82	\$12,531.59	\$12,970.20	\$13,424.15	\$13,894.00	\$14,380.29	\$14,883.60
Director of Finance	23	\$129,175	\$170,098	\$10,764.55	\$11,141.31	\$11,531.25	\$11,934.85	\$12,352.57	\$12,784.91	\$13,232.38	\$13,695.51	\$14,174.86
Director of Asset Development	22	\$123,023	\$161,998	\$10,251.95	\$10,610.77	\$10,982.15	\$11,366.52	\$11,764.35	\$12,176.10	\$12,602.27	\$13,043.35	\$13,499.86
Director of Information Technology	21	\$117,165	\$154,284	\$9,763.76	\$10,105.50	\$10,459.19	\$10,825.26	\$11,204.14	\$11,596.29	\$12,002.16	\$12,422.23	\$12,857.01
HR Manager / Executive Services	20	\$111,586	\$146,937	\$9,298.82	\$9,624.28	\$9,961.13	\$10,309.77	\$10,670.61	\$11,044.08	\$11,430.63	\$11,830.70	\$12,244.77
Director of Leased Housing	19	\$106,272	\$139,940	\$8,856.02	\$9,165.98	\$9,486.79	\$9,818.83	\$10,162.49	\$10,518.18	\$10,886.31	\$11,267.33	\$11,661.69
Accounting Manager	18	\$101,212	\$133,276	\$8,434.31	\$8,729.51	\$9,035.04	\$9,351.27	\$9,678.56	\$10,017.31	\$10,367.92	\$10,730.79	\$11,106.37
Housing Programs Manager	17	\$96,392	\$126,930	\$8,032.67	\$8,313.82	\$8,604.80	\$8,905.97	\$9,217.68	\$9,540.30	\$9,874.21	\$10,219.80	\$10,577.50
Maintenance Manager	17	\$96,392	\$126,930	\$8,032.67	\$8,313.82	\$8,604.80	\$8,905.97	\$9,217.68	\$9,540.30	\$9,874.21	\$10,219.80	\$10,577.50
Manager of Capital Improvements	15	\$87,430	\$115,129	\$7,285.87	\$7,540.88	\$7,804.81	\$8,077.98	\$8,360.70	\$8,653.33	\$8,956.20	\$9,269.66	\$9,594.10
Housing Programs Supervisor	15	\$87,430	\$115,129	\$7,285.87	\$7,540.88	\$7,804.81	\$8,077.98	\$8,360.70	\$8,653.33	\$8,956.20	\$9,269.66	\$9,594.10
Payroll Manager/HR Generalist	15	\$87,430	\$115,129	\$7,285.87	\$7,540.88	\$7,804.81	\$8,077.98	\$8,360.70	\$8,653.33	\$8,956.20	\$9,269.66	\$9,594.10
Rental Management Supervisor	15	\$87,430	\$115,129	\$7,285.87	\$7,540.88	\$7,804.81	\$8,077.98	\$8,360.70	\$8,653.33	\$8,956.20	\$9,269.66	\$9,594.10
Grounds Supervisor	13	\$79,302	\$104,426	\$6,608.50	\$6,839.80	\$7,079.19	\$7,326.96	\$7,583.41	\$7,848.83	\$8,123.53	\$8,407.86	\$8,702.13
Communications and Technical Systems Coordinator	10	\$68,504	\$90,207	\$5,708.67	\$5,908.47	\$6,115.27	\$6,329.31	\$6,550.83	\$6,780.11	\$7,017.41	\$7,263.02	\$7,517.23
HR Coordinator	8	\$62,135	\$81,820	\$5,177.93	\$5,359.16	\$5,546.73	\$5,740.87	\$5,941.80	\$6,149.76	\$6,365.00	\$6,587.78	\$6,818.35

Hourly Rates**		2026		2026	2026	2026	2026	2026	2026	2026	2026	2026
POSITION	Grade	*Salary Range		Step 1 - Hourly**	Step 2 - Hourly**	Step 3 - Hourly**	Step 4 - Hourly**	Step 5 - Hourly**	Step 6 - Hourly**	Step 7 - Hourly**	Step 8 - Hourly**	Step 9 - Hourly**
Chief Operating Officer	24	\$135,633	\$178,603	\$72.45	\$74.99	\$77.61	\$80.33	\$83.14	\$86.05	\$89.06	\$92.18	\$95.41
Director of Finance	23	\$129,175	\$170,098	\$69.00	\$71.42	\$73.92	\$76.51	\$79.18	\$81.95	\$84.82	\$87.79	\$90.86
Director of Asset Development	22	\$123,023	\$161,998	\$65.72	\$68.02	\$70.40	\$72.86	\$75.41	\$78.05	\$80.78	\$83.61	\$86.54
Director of Information Technology	21	\$117,165	\$154,284	\$62.59	\$64.78	\$67.05	\$69.39	\$71.82	\$74.34	\$76.94	\$79.63	\$82.42
HR Manager / Executive Services	20	\$111,586	\$146,937	\$59.61	\$61.69	\$63.85	\$66.09	\$68.40	\$70.80	\$73.27	\$75.84	\$78.49
Director of Leased Housing	19	\$106,272	\$139,940	\$56.77	\$58.76	\$60.81	\$62.94	\$65.14	\$67.42	\$69.78	\$72.23	\$74.75
Accounting Manager	18	\$101,212	\$133,276	\$54.07	\$55.96	\$57.92	\$59.94	\$62.04	\$64.21	\$66.46	\$68.79	\$71.19
Housing Programs Manager	17	\$96,392	\$126,930	\$51.49	\$53.29	\$55.16	\$57.09	\$59.09	\$61.16	\$63.30	\$65.51	\$67.80
Maintenance Manager	17	\$96,392	\$126,930	\$51.49	\$53.29	\$55.16	\$57.09	\$59.09	\$61.16	\$63.30	\$65.51	\$67.80
Manager of Capital Improvements	15	\$87,430	\$115,129	\$46.70	\$48.34	\$50.03	\$51.78	\$53.59	\$55.47	\$57.41	\$59.42	\$61.50
Housing Programs Supervisor	15	\$87,430	\$115,129	\$46.70	\$48.34	\$50.03	\$51.78	\$53.59	\$55.47	\$57.41	\$59.42	\$61.50
Payroll Manager/HR Generalist	15	\$87,430	\$115,129	\$46.70	\$48.34	\$50.03	\$51.78	\$53.59	\$55.47	\$57.41	\$59.42	\$61.50
Rental Management Supervisor	15	\$87,430	\$115,129	\$46.70	\$48.34	\$50.03	\$51.78	\$53.59	\$55.47	\$57.41	\$59.42	\$61.50
Grounds Supervisor	13	\$79,302	\$104,426	\$42.36	\$43.84	\$45.38	\$46.97	\$48.61	\$50.31	\$52.07	\$53.90	\$55.78
Communications and Technical Systems Coordinator	10	\$68,504	\$90,207	\$36.59	\$37.87	\$39.20	\$40.57	\$41.99	\$43.46	\$44.98	\$46.56	\$48.19
HR Coordinator	8	\$62,135	\$81,820	\$33.19	\$34.35	\$35.56	\$36.80	\$38.09	\$39.42	\$40.80	\$42.23	\$43.71

2026 COLA 4%

\*Salary Range: Rounded to nearest dollar

\*\*Hourly Rate: Based upon 1,872 hours per year



**BELLINGHAM  
WHATCOM COUNTY  
HOUSING AUTHORITIES**

**Executive**  
Salary Range  
Effective January 1, 2026

Monthly Rates		2026	
POSITION	Grade	*Salary Range	
Executive Director / CEO	N/A	\$180,938	\$238,261

## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Steve Grichel, Housing Programs Manager

**DATE:** February 17, 2026

**SUBJECT:** Resolution 2840 – 2025 SEMAP

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### **BACKGROUND**

SEMAP is the Section 8 Management Assessment Program and is used by HUD to measure the performance of the public housing agency (PHA) that administers the Housing Choice Voucher Program in 14 key areas, each called an indicator. This is an annual review, conducted each January for the previous year. For indicators 1 through 8 the review is conducted internally. For the remaining indicators HUD generates a score based on data BHA has submitted throughout the year.

Indicator 1: Selection from the waitlist  
Indicator 2: Reasonable Rent  
Indicator 3: Determination of Adjusted Income  
Indicator 4: Utility Allowance Schedule  
Indicator 5: HQS QC Inspections  
Indicator 6: HQS Enforcement  
Indicator 7: Expanding Housing Opportunities  
Indicator 8: Payment Standards  
Indicator 9: Annual Reexaminations  
Indicator 10: Correct Tenant Rent Calculations  
Indicator 11: Pre-Contract HQS Inspections  
Indicator 12: Annual HQS Inspections  
Indicator 13: Lease Up  
Indicator 14: Family Self-Sufficiency (FSS)

### **SUMMARY**

For the 2025 SEMAP review, BHA scored 130 out of a possible 135 points. BHA is exempt from indicators 15 (BHA has a waiver from HUD for the FSS program) and 16 (only applies to PHAs that have payment standards based on success rates). The only indicator that had any failed files was indicator 3, where we had five (5) files that failed. This resulted in an 84% pass rate for the indicator, which means a score of 15 out of 20. The overall performance rating of 96% gives BHA a rating of High Performer. Being a High Performer PHA could potentially mean fewer audits and reviews by HUD.

We recommend approval of Resolution 2840 certifying BHA's 2025 SEMAP score.

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

APPROVE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

WHEREAS, 24 CFR 985.101 requires a Public Housing Authority (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year; and

WHEREAS, SEMAP requires HUD to rate performance of PHA's by addressing 14 performance indicators subject to HUD verification by an on-site confirmation review at any time; and

WHEREAS, the certification must be approved by the PHA Board and signed by the PHA Executive Director; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Bellingham that the Section 8 Management Assessment Program Certification for the Fiscal Year ending December 31, 2025, is hereby approved and adopted as presented and the Executive Director is hereby authorized to sign and submit the certification as required.

DATED this 17<sup>th</sup> day of February 2026.

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

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 12/31/2026)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

**Check here if the PHA expends less than \$300,000 a year in Federal awards**

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

## Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

**PHA Response** Yes  No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

**PHA Response** Yes  No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

**PHA Response** Yes  No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

**PHA Response**  At least 98% of units sampled  80 to 97% of units sampled  Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

**PHA Response**  At least 90% of files sampled  80 to 89% of files sampled  Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**PHA Response** Yes  No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

**PHA Response** Yes  No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

**PHA Response**  At least 98% of cases sampled  Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**

**Check here if not applicable**

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response** Yes  No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response** Yes  No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response** Yes  No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response** Yes  No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response** Yes  No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response** Yes  No

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

**PHA Response** Yes  No

Enter FMRs and payment standards (PS)

0-BR FMR \_\_\_\_\_ 1-BR FMR \_\_\_\_\_ 2-BR FMR \_\_\_\_\_ 3-BR FMR \_\_\_\_\_ 4-BR FMR \_\_\_\_\_  
PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_

**If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.**

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

**PHA Response** Yes  No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

**PHA Response** Yes  No

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

**PHA Response** Yes  No

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

**PHA Response** Yes  No

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

**PHA Response** Yes  No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

**Applies only to PHAs required to administer an FSS program.**

**Check here if not applicable**

**PHA Response**

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

**Applies only to PHAs required to administer an FSS program .**

**Check here if not applicable**

**PHA Response**      **Yes**       **No**

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
  - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or**
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

**PHA Response**      **Yes**       **No**       **If yes, attach completed deconcentration bonus indicator addendum.**

I hereby certify under penalty of perjury that, to the best of my knowledge, the above responses are true and correct for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

\_\_\_\_\_  
Date (mm/dd/yyyy) \_\_\_\_\_

\_\_\_\_\_  
Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes  No

**If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.**

**See instructions above concerning bonus points for State and regional PHAs.**



## 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 **2/17/2026** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **December 2025** described as follows:

Funds	Voucher Numbers	
Payroll 12/13/25:	<u>5761</u> to <u>5811</u>	\$ <u>142,159.00</u>
Payroll 12/27/25:	<u>5820</u> to <u>5869</u>	\$ <u>138,559.85</u>
BHA – Public Housing:	<u>2040</u> to <u>2052</u>	\$ <u>55,280.64</u>
Direct Deposit Checks	<u>1306</u> to <u>1312</u>	\$ <u>537.00</u>
Central Office/Maint. Fund:	<u>32508</u> to <u>32598</u>	\$ <u>296,576.33</u>
Direct Deposit Checks	<u>81</u> to <u>82</u>	\$ <u>266,120.24</u>
Section 8 Vouchers:	<u>131018</u> to <u>131312</u>	\$ <u>906,471.48</u>
Direct Deposit Checks	<u>89127</u> to <u>89249</u>	\$ <u>1,327,882.00</u>
BHA/Local Fund:	<u>10486</u> to <u>10502</u>	\$ <u>173,336.66</u>
Direct Deposit Checks	<u>117</u> to <u>118</u>	\$ <u>33,716.01</u>
WCHA – Public Housing:	<u>7730</u> to <u>7735</u>	\$ <u>656.00</u>
Direct Deposit Checks	<u>910</u> to <u>912</u>	\$ <u>488.00</u>
*Misc. ACH & Wire Transfers	<u>JV 24968</u> to <u>JV 24968</u>	\$ <u>-2,252.39</u>

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Chair

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



## 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 **02/17/2026** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **January 2026** described as follows:

Funds	Voucher Numbers	
Payroll 1/10/26:	<u>5880</u> to <u>5929</u>	<u>\$ 163,448.03</u>
Payroll 1/24/26:	<u>5940</u> to <u>5990</u>	<u>\$ 137,482.66</u>
BHA – Public Housing:	<u>2053</u> to <u>2064</u>	<u>\$ 10,499.75</u>
Direct Deposit Checks	<u>1313</u> to <u>1319</u>	<u>\$ 525.00</u>
Central Office/Maint. Fund:	<u>32599</u> to <u>32679</u>	<u>\$ 279,849.40</u>
Direct Deposit Checks	<u>83</u> to <u>83</u>	<u>\$ 76,402.50</u>
Section 8 Vouchers:	<u>131313</u> to <u>131622</u>	<u>\$ 908,795.17</u>
Direct Deposit Checks	<u>89250</u> to <u>89391</u>	<u>\$1,453,428.00</u>
BHA/Local Fund:	<u>10503</u> to <u>10517</u>	<u>\$ 47,950.74</u>
Direct Deposit Checks	<u>119</u> to <u>120</u>	<u>\$ 33,716.01</u>
WCHA – Public Housing:	<u>7736</u> to <u>7741</u>	<u>\$ 26,569.12</u>
Direct Deposit Checks	<u>913</u> to <u>915</u>	<u>\$ 420.00</u>
*Misc. ACH & Wire Transfers	<u>JV 25032</u> to <u>JV 25043</u>	<u>\$ -5,321.45</u>

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Chair

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

**BELLINGHAM HOUSING AUTHORITY**  
**Board of Commissioners Regular Meeting**  
**December 16, 2025**

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, December 16, 2025 in a hybrid format. The meeting was called to order at 1:06 p.m. by Board Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

**ROLL CALL/QUORUM**

**Present:** Commissioner Terry Bornemann  
Commissioner Dave Finet  
Commissioner Stephen Gockley

**Absent & Excused:** Commissioner Valerie Billmire  
Commissioner Alana Pattermann

**BWCHA Staff Presenters:** Lindsay Burmeister, Executive Services/HR Manager  
Andrew Calkins, Executive Director  
Tony Casale, Director of Development  
Chris Longwell, Director of IT  
Jana Robbins, Finance Director

**Guest Presenters:** None

**PUBLIC COMMENT AND RESIDENT INPUT**

Paul Moore, Washington Square Resident – Washington Square residents are concerned about inclement weather and are preparing to support residents who have extra needs.

**A. REPORTS**

1. Executive Director Report: Attached to the Agenda  
*Executive Director Andrew Calkins provided the Executive Director Report.*
2. BHA Development Report: Attached to the Agenda  
*Tony Casale, Director of Development, provided the Bellingham Housing Authority’s Quarterly Development report.*
  - Commissioner Bornemann asked if we had planned for potential increases in terms of construction materials and labor on the Unity Street project. Tony responded that he has confidence that the budget should be able to absorb those escalations as long as they are in line with historical trends.
  - Commissioner Gockley inquired about King Mountain phasing – will it follow the building 1&2 concept included in the Board report? Tony Casale responded that it was too early to tell but will follow up. Commissioner Gockley asked if phased, will it be sequential or simultaneous? Tony Casale responded that it is too early to know but that updates will be provided as predevelopment evolves. It may be possible to complete phases simultaneously like Samish B & C, but it will come down financing.
3. Bi-Annual IT Report: Attached to the Agenda  
*Chris Longwell, Director of IT provided a Bi-annual IT Report*

- Commissioner Gockley inquired if there are any vulnerabilities at BHA in terms of using AI and the accuracy of information that AI provides. Chris Longwell responded that he and his team are continually tracking and trying to understand what our risks are. He is not aware of a particular vulnerability unique to the Housing Authority at this time.

**B. DISCUSSION / ACTION ITEMS**

**1. Resolution 2834: Authorize Budget Variance Report No. 25-01 and Approve Same Amendment to the BHA Budget for Fiscal Year 2025**

Director of Finance Jana Robbins provided an overview of resolution 2834.

Approve Resolution 2834

Commissioner Finet moved to approve the motion

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

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

**2. Resolution 2835: Authorize Section 125 Flexible Benefits Plan Advance Funding for Plan Year Claims**

Director of Finance Jana Robbins provided an overview of resolution 2835.

Approve Resolution 2835

Commissioner Bornemann moved to approve the motion

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

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

**3. Resolution 2836: Authorize the Award of a Contract to Modernize Boiler Plants at Chuckanut Square, Lincoln Square, and Washington Square**

Director of Development Tony Casale provided an overview of resolution 2838.

Approve Resolution 2836

Commissioner Finet moved to approve the motion

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

**AYES:** Commissioner Terry Bornemann

Commissioner Dave Finet  
Commissioner Stephen Gockley

**C. CONSENT ITEMS**

Commissioner Bornemann moved to approve the Consent Agenda as follows:

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

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

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

**AYES:** Commissioner Terry Bornemann  
Commissioner Finet  
Commissioner Stephen Gockley

**NAYES:** None

**D. COMMISSIONER UPDATES**

Commissioner Finet reported that the Northwest Coast Presbytery is finalizing the gifting of property to the Nooksack Valley (NV) Food Bank. This transfer aims to provide long-term stability for nutritional services in the community by granting the food bank permanent ownership of the site where it operates. By securing the land, the Nooksack Valley Food Bank can maintain its essential distribution services to Everson, Sumas, Nooksack and surrounding areas without the risk of future displacement.

**E. ADJOURNMENT**

The public meeting was adjourned at 2:16PM

Respectfully Submitted,

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

**ATTEST:**

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

**January 2026 – December 2026 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 20, 2026 CANCELLED	N/A
Tuesday, February 17, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, March 17, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, April 21, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, May 19, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, June 16, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, July 21, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, August 18, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, September 15, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
*Tuesday, October 20, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, November 17, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, December 15, 2026 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 provide it in-person, or 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 2026 Meeting Calendar**  
**Bellingham Housing Authority & Housing Authority of Whatcom County**

January	February	March
<b>Reports</b> Meeting Cancelled	<b>Reports</b> Quarterly: LIHTC Portfolio Quarterly: Operations Approve HUD SEMAP Certification	<b>Reports</b> Quarterly: Development
<b>Discussion/Action</b>	<b>Discussion/Action</b> SEMAP Review Agency Salaries, co-premiums, CBA	<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 Utility Allowance & PH Flat Rent Schedule HCV Payment Standards
<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 2026- 2027 Board Schedule
October	November	December
<b>Reports</b> Quarterly: Operations Quarterly: Agency 2027 Budget Process FY2025 Audit Exit (Invite SAO)	<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	<b>Discussion/Action</b> Agency 2027 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



# Bellingham & Whatcom County Housing Authorities

333 N Samish Way  
Bellingham, WA 98225

P.O. Box 9701  
Bellingham, WA 98227

## Public Comment Policy

**Purpose:** The purpose of the policy is to provide clear guidelines, standards, and expectations for members of the public and board members during public comment or public hearing portions of a BWCHA Board of Commissioners meeting.

**Public Comment Periods:** The Board of Commissioners encourages and welcomes input from the public on issues of interest and importance to the Bellingham & Whatcom County Housing Authorities. Each regular meeting of the Board of Commissioners will provide an opportunity for public comment. During this period, the public may provide input on any issue of import to the board, including those on the agenda.

Unless otherwise posted as part of the meeting notice, public comment will be accepted in the following forms:

- In-Person: Individuals may attend in person to address the board.
- Virtually: Regular board meetings will provide an opportunity for virtual participation. Individuals may provide public comment virtually via Zoom or another utilized and noticed platform.
- In Writing: Comments submitted in writing must be submitted by 5:00PM the day before the board meeting to [publiccomment@bellinghamhousing.org](mailto:publiccomment@bellinghamhousing.org). Comments will be distributed to all board members prior to the board meeting.

In-person and virtual comments will be limited to three minutes. Any materials commenters want to submit to the Board shall be submitted to the Secretary or Board coordinator for distribution.

**Public Expression Guidelines:** BWCHA emphasizes respectful and relevant contributions, allowing residents and interested parties to engage with BWCHA on issues within the Board's purview while maintaining orderly and productive meetings.

Speakers may offer objective comments on housing authority operations and programs that concern them. Speakers shall be courteous in their language and not engage in disruptive behavior. Disruptive behavior includes, but is not limited to: personal attacks; unsubstantiated allegations directed at Commissioners, staff, property managers, or residents; the use of abusive, threatening, or intemperate language; physical aggression or incitement to violence; and refusal to comply with the time limits established in this public comment policy.

Individuals who engage in disruptive behavior may receive a warning and, if necessary, be removed from the meeting.