

BELLINGHAM HOUSING AUTHORITY
Board of Commissioners Regular Meeting
March 17, 2026

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, March 17, 2026 in a hybrid format. The meeting was called to order at 1:28 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 Valerie Billmire
Commissioner Dave Finet
Commissioner Stephen Gockley
Commissioner Alana Pattermann (*Exited meeting at 3:00pm*)

Absent & Excused:

BWCHA Staff Presenters:

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

Guest Presenters:

PUBLIC COMMENT AND RESIDENT INPUT

Paul Moore, Washington Square Resident – Washington Square residents watched the Super Bowl and subsequently started a bi-monthly movie night. Thanks Chris Longwell and Kate Donnelly for their efforts. Mentions issues with package delivery problems and suggests possible solutions.

A. REPORTS

1. Executive Director Report: Attached to the Agenda
Executive Director Andrew Calkins presented the Executive Director’s Report, focusing on NAHRO’s Washington DC Conference, Community Connections, and HUD Rulemaking Proposals.
2. Acquisition & Preservation Framework Report: Attached to the Agenda
Executive Director Andrew Calkins presented a draft Acquisition & Preservation Framework Report and solicited input from Commissioners.
3. Introduction to Public Housing Report: Attached to the Minutes
Chief Operating Officer Kate Donnelly presented an overview of the Public Housing program, including its history, operations, and how it works locally today at BWCHA.

B. DISCUSSION / ACTION ITEMS

None.

C. CONSENT ITEMS

Commissioner Bornemann moved to approve the Consent Agenda as follows:

Motion: Approve Cash Disbursement/Vouchers for the Month of February 2026.

Motion: Approve Minutes for the February 2026 Regular BHA Board meeting.

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

AYES: Commissioner Terry Bornemann
Commissioner Valerie Billmire
Commissioner Dave Finet
Commissioner Stephen Gockley

NAYES: None

D. COMMISSIONER UPDATES

E. ADJOURNMENT

The public meeting was adjourned at 3:05PM

Respectfully Submitted,

Andrew Calkins

**Andrew Calkins,
Secretary/Treasurer**

ATTEST:

Stephen Gockley

Stephen Gockley (Apr 21, 2026 17:17:27 PDT)

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



Bellingham & Whatcom County Housing Authorities

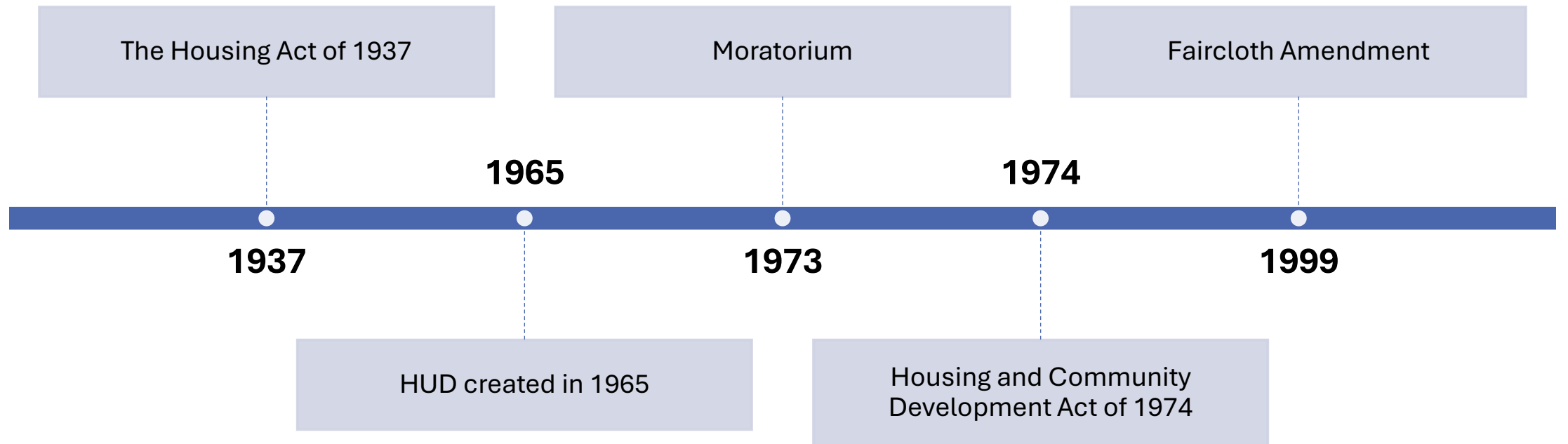
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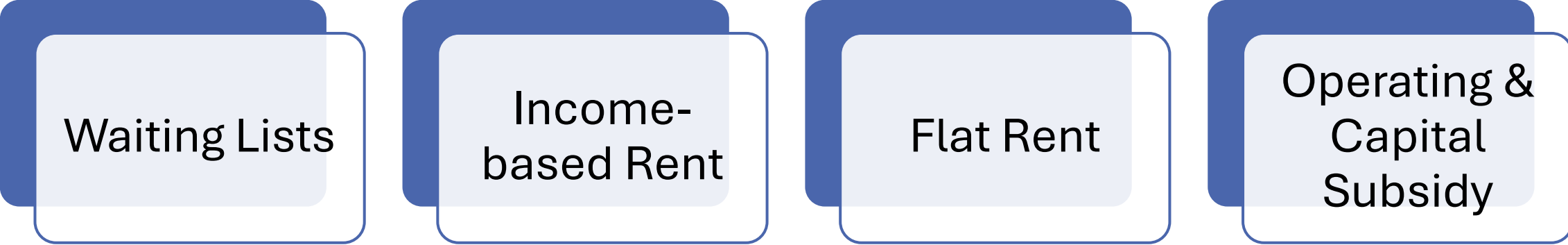
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The Public Housing Program

History of Public Housing



How it Works



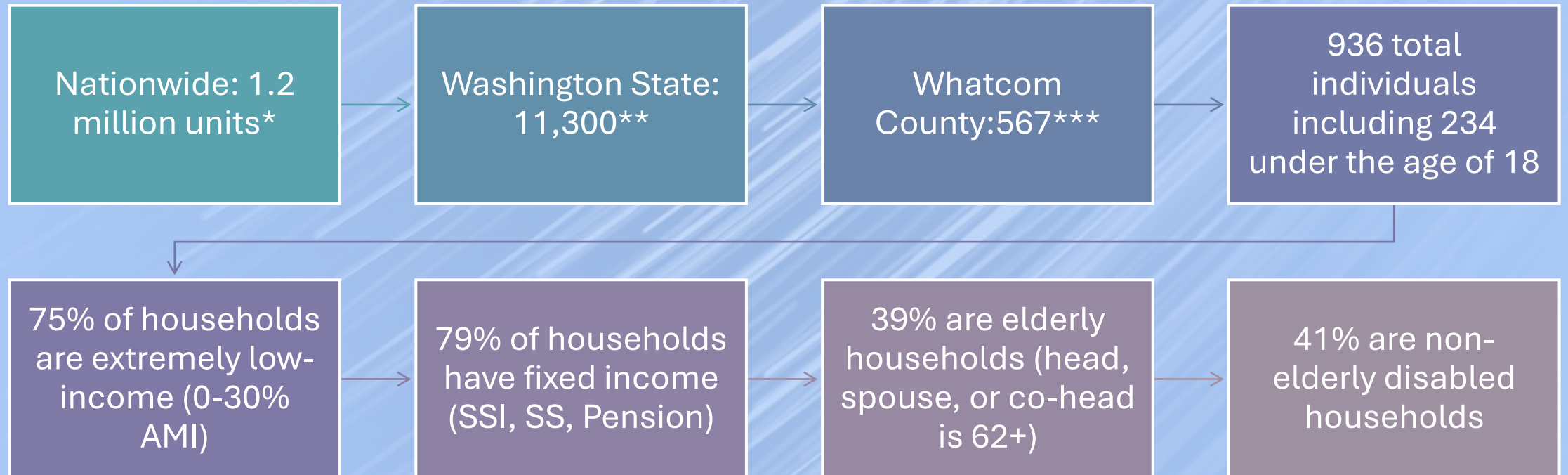
Waiting Lists

Income-
based Rent

Flat Rent

Operating &
Capital
Subsidy

By the Numbers



Properties – AMP 1

- Lincoln Square
- Washington Square
- Chuckanut Square

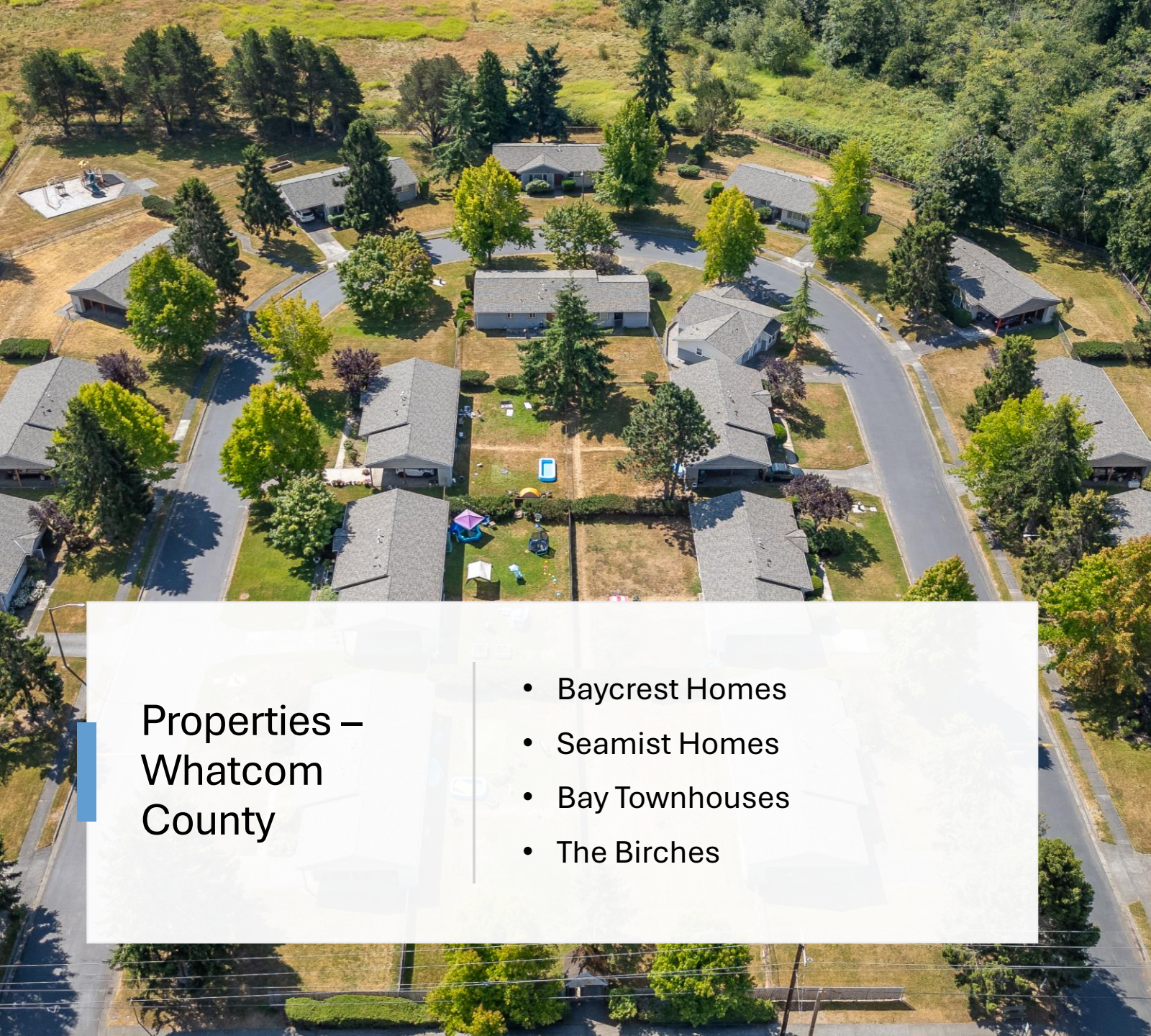




Properties – AMP 15

- Falls Park
- Parkway Homes
- Hillside Homes
- Texas Meadows
- Trailside





Properties – Whatcom County

- Baycrest Homes
- Seamist Homes
- Bay Townhouses
- The Birches



Core Functions by Department

Property Management

- Ensures safe, well-maintained, and fully compliant housing by overseeing tenant relations, leasing, property operations, and adherence to program requirements

Housing Programs

- Administers rental assistance programs by determining eligibility, ensuring regulatory compliance, and supporting participants in securing and maintaining stable, affordable housing

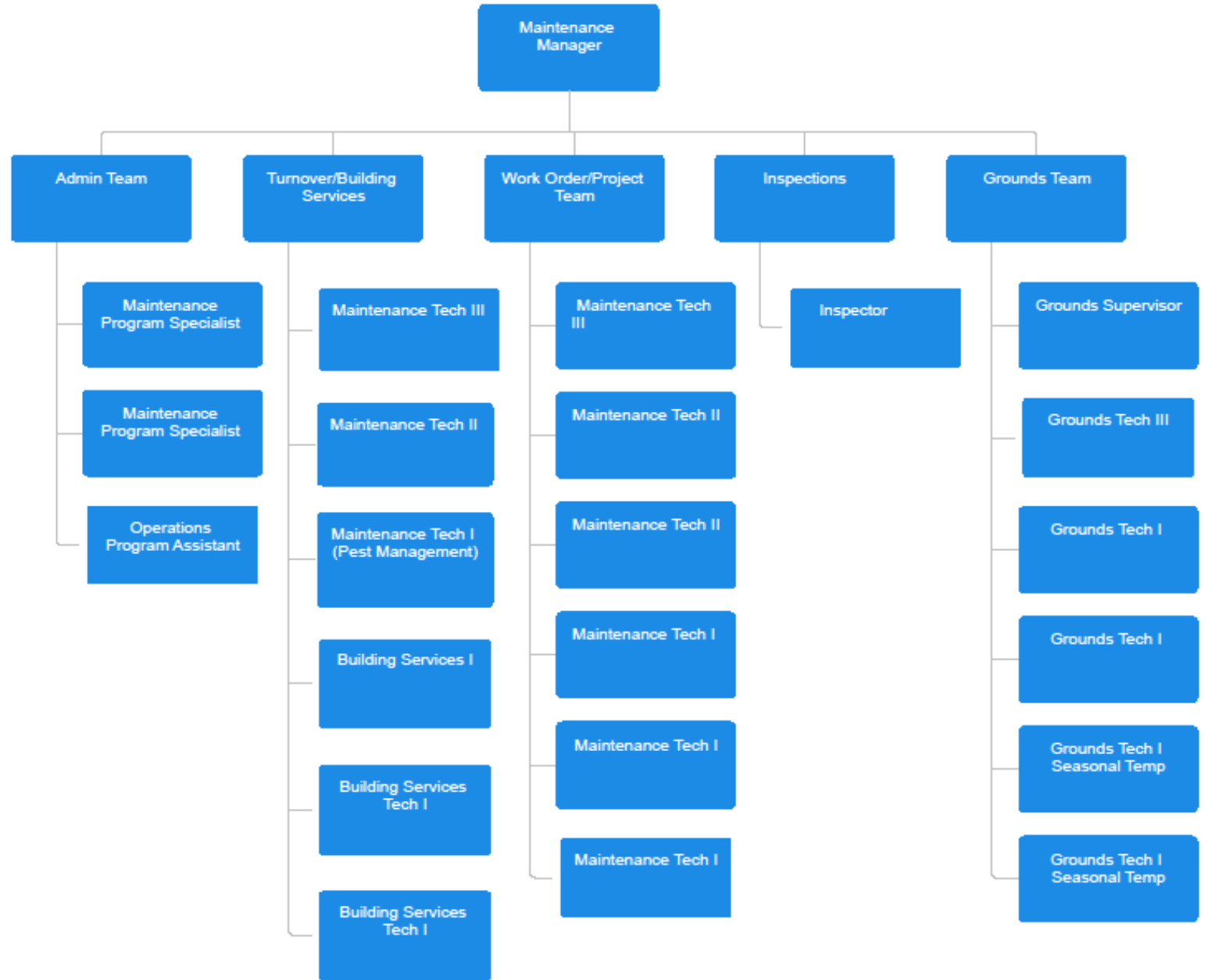
Maintenance

- Ensures BWCHA properties are safe, functional, and HUD-compliant through timely repairs, preventative maintenance, and upkeep of units and facilities

Grounds

- Ensures clean, safe, and well-kept outdoor areas that support the overall health, appearance, and usability of the housing community

The Maintenance Department



Maintenance and Grounds

Maintenance

- Ensures livability and proper building function by:
 - Addressing daily work orders (plumbing, electrical, HVAC, carpentry, appliances)
 - Performing preventative maintenance on building systems
 - Preparing units for re-occupancy
 - Responding to urgent issues and participating in on-call rotations
 - Maintaining common areas and administrative offices
 - Maintaining tools, equipment, and service vehicles
 - Performing unit inspections and ensuring program standards are met

Grounds

- Ensures exterior and common areas are safe and clean by:
 - Mowing lawns, trimming shrubs, snow/ice removal
 - Maintaining community spaces, parking lots, and walkways
 - Removing trash and debris from exterior common areas
 - Performing exterior maintenance like roof, gutter, and downspout maintenance

Key Performance Indicators

- Average unit turnaround time
 - Within 30 days
- Work orders performance
 - Emergency 24 hours
 - Routine 30 days
- Work order backlog
 - # of pending work orders not more than 4 weeks
- Preventative maintenance completion rate
 - Complete inspections on 100% of units annually
- Asset condition
 - NSPIRE Inspection Scores above 80

Statistics

- 84 units per staff member
- 464 work orders completed in last 6 months
- Average 6 turns per month
- 5 HUD/funder inspections in 2025











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Final Audit Report

2026-04-22

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