



Notice of Regular Board Meeting
Whatcom County Housing Authority Board of Commissioners
Tuesday, April 21, 2026

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

Time: 1:00pm

AGENDA

- A. ROLL CALL/QUORUM
- B. PUBLIC COMMENT AND RESIDENT INPUT
Public comments are 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. 2025 WCHA Financial Statements (Jana Robbins, 10 minutes)
- D. DISCUSSION / ACTION ITEMS
None.
- E. CONSENT ITEMS
 - 1. Motion: Approve Cash Disbursements/Vouchers for the months of March 2026
 - 2. Motion: Approve Minutes for the month of March 2026 Regular Board meeting
- F. ADJOURNMENT

*The Bellingham Whatcom County Housing Authority Board of Commissioners will meet electronically on Tuesday, April 21, 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 no later than 5pm on the day prior to the meeting.*

Meeting Information

Webinar ID: 868 2734 6793

[Click Here to Join on Computer, Tablet, or Smart Phone](#) (data rates may apply)

To Join via Phone - (phone service provider rates may apply)

(253) 215-8782 (Tacoma); (206) 337-9723 (Seattle)



**Bellingham &
Whatcom County
Housing Authorities**

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
Bellingham, WA 98227

MEMORANDUM

TO: Board of Commissioners

FROM: Jana Robbins, Director of Finance

DATE: April 21, 2026

SUBJECT: Whatcom County Housing Authority 2025 Financial Statements

SUMMARY

Whatcom County Housing Authority's 2025 financial statements are attached, along with a five-year comparison. The statements reflect a small decrease in net position in the amount of \$8,025, for a year end net position of \$8,150,806.

BALANCE SHEET STATEMENT ANALYSIS

Changes over 10%

Cash and Cash Equivalents (Line 1) – The increase in cash is primarily due to cash flow waterfall receipts.

Accounts receivable – Tenants, Accounts receivable – HUD, Accounts receivable - Other (Lines 4-6) – The increase in tenant accounts receivable is mainly due to the increase in tenant payment agreements. The decrease in HUD receivables reflects activity in the timing between capital grant expenses and drawdowns of the grant. The decrease in other accounts receivables reflects the collections of receivables before the year end.

Net Pension Asset (Line 12) – This asset represents WCHA's portion of the Washington State's Department of Retirement Systems (DRS) pension asset. It is not an asset that we can use as collateral on a debt, just like the Net Pension Liability is not a debt that we are obligated to pay. It is a requirement from the Government Accounting Standards Board (GASB) to include this information in WCHA's financial statements. The increase in the asset amount from last year is based on DRS actuarial adjustments.

Deferred Outflows of Resources (Lines 13,14) – Deferred outflows of resources are calculated each year based on actuary studies performed by the Department of Retirement Systems and the Office of the State Actuary.

Accounts Payable (Line 15) – The increase in accounts payable is due to the timing of payments. We changed our payment dates to the 5th and the 20th of each month and accrue the liabilities as we receive the invoices.

Other current liabilities (Line 18) – The increase in other current liabilities is due to the timing of payroll liabilities. We incur those liabilities with the payroll, but do not pay those liabilities at that time. For instance, medical benefits liabilities are incurred during the payroll process but are paid monthly.

Net pension liability and Other post-employment benefits (Lines 23, 24) – The decrease in these balances are the result of the changes based on the actuarial studies.

Bonds, notes, and loans payables (Line 25) – The reduction in notes payable is reflected as these liabilities are paid down on a yearly basis.

Deferred Inflows of Resources (Line 26) – Deferred inflows of resources are calculated each year based on actuary studies performed by the Department of Retirement Systems or the Office of State Actuary.

INCOME STATEMENT ANALYSIS

Changes over 10%

Tenant Rents (Line 1) – The increase in tenant rents is primarily due to increased rents for Willow Creek, a component unit of the Whatcom County Housing Authority.

Other tenant charges (Line 2) – Other tenant charges include cleaning fees, damages fees, late charges and NSF charges. These fees and charges can fluctuate widely by year.

HUD PHA Grants (Line 3) – Hud decreased the operating subsidy by 10%.

Other Revenue (Line 5) – This category represents miscellaneous revenues, management fees, and insurance proceeds. We did not receive any insurance proceeds in 2025.

Administrative Expenses (Line 6) – The reduction in administrative expenses is the result of lower component unit expenses, as well as the yearly reallocation of wages charged to WCHA cost centers.

Utilities (Line 8) – Utility costs have continued to rise across properties. The increase in this category reflects both increased usage and rising rates.

General Expenses (Line 12) – The increase in general expenses is based on the blended component unit expenses and an immaterial correction from the 2024 audit.

Bad debt (Line 14) – The increase in bad debt is based on a large write off of tenant debt as they moved out.

Gain/Loss special items (Line 17) – There were no new material GASB adjustments or sales of property during 2025.

Interest Expense (Line 19) – Interest expense was reduced by the paydown of loans over the long term. As these are paid down, principal payments increase, and interest decreases.

Capital Fund Grants (Line 20) – We had more capital projects for WCHA's Public Housing portfolio in 2025, and drew down additional proceeds from the capital fund grant.

WHATCOM COUNTY HOUSING AUTHORITY

Balance Sheet

December 31, 2025

| | | FY 2020 (audited) | FY 2021 (audited) | FY 2022 (audited) | FY 2023 (audited) | FY 2024 (audited) | FY 2025 (unaudited) | Change from Prior Year | % |
|--|----|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|---------------------------|-------------|
| Assets | | | | | | | | | |
| Current Assets | | | | | | | | | |
| Cash & cash equivalents | 1 | 625,327 | 664,521 | 488,930 | 1,663,685 | 1,348,283 | 1,411,173 | 62,890 | 5% |
| Restricted cash - tenant security deposits | 2 | 46,654 | 48,635 | 42,970 | 31,899 | 32,059 | 33,527 | 1,468 | 5% |
| Restricted cash - others | 3 | 330,386 | 349,448 | 573,197 | 1,260,425 | 1,260,640 | 1,168,256 | (92,384) | -7% |
| Accounts receivable (net) | | | | | | | | - | |
| Tenants | 4 | 9,850 | 17,146 | 25,356 | 18,165 | 51,142 | 58,728 | 7,586 | 15% |
| HUD | 5 | 19,230 | 9,731 | 17,646 | 9,731 | 25,392 | 21,962 | (3,430) | -14% |
| Other | 6 | 12,216 | 13,494 | 12,238 | 92,935 | 16,075 | 4,140 | (11,935) | -74% |
| Prepaid expenses | 7 | 24,736 | 26,035 | 49,553 | 51,913 | 62,500 | 64,822 | 2,322 | 4% |
| Total Current Assets | | 1,068,399 | 1,129,010 | 1,209,890 | 3,128,754 | 2,796,092 | 2,762,609 | | |
| Non-Current Assets | | | | | | | | | |
| Accrued interest receivable | 8 | 510,274 | 593,148 | 678,691 | 766,990 | 764,724 | 777,723 | 12,999 | 2% |
| Notes receivable | 9 | 2,139,202 | 2,139,202 | 2,139,202 | 2,139,202 | 2,139,202 | 2,139,202 | - | 0% |
| Investment in tax credit partnership | 10 | 192,053 | 192,053 | 192,004 | 191,940 | 191,940 | 191,940 | - | 0% |
| Net Capital assets | 11 | 4,087,194 | 3,963,885 | 3,993,257 | 3,775,059 | 3,726,723 | 3,719,062 | (7,661) | 0% |
| Net Pension Asset | 12 | | 149,927 | 45,214 | 54,977 | 33,893 | 37,130 | 3,237 | 10% |
| Total Non-Current Assets | | 6,928,723 | 7,038,215 | 7,048,368 | 6,928,168 | 6,856,482 | 6,865,058 | | |
| Total Assets | | 7,997,122 | 8,167,225 | 8,258,258 | 10,056,922 | 9,652,574 | 9,627,666 | | |
| Deferred Outflows of Resources | | | | | | | | | |
| GASB 68 Pensions | 13 | 18,151 | 14,307 | 50,577 | 46,429 | 54,319 | 56,989 | 2,670 | 5% |
| GASB 75 OPEB | 14 | 681 | 4,530 | 618 | 715 | 861 | 1,096 | 235 | 27% |
| Liabilities | | | | | | | | | |
| Current Liabilities | | | | | | | | | |
| Accounts payable | 15 | 31,621 | 236,587 | 99,232 | 113,653 | 112,795 | 153,289 | 40,494 | 36% |
| Tenant security deposits | 16 | 46,370 | 45,878 | 38,925 | 35,952 | 36,327 | 37,282 | 955 | 3% |
| Deferred revenues | 17 | 16,132 | 7,347 | 13,439 | 939,381 | 943,143 | 939,170 | (3,973) | 0% |
| Other Current Liabilities | 18 | 81,956 | 107,881 | 335 | 177,980 | 4,308 | 15,224 | 10,916 | 253% |
| Current portion of Compensated Absence | 19 | | | | | 19,317 | 19,468 | 151 | 1% |
| Current portion of LT debt | 20 | 24,222 | 22,042 | 20,783 | 257,418 | 14,942 | 15,362 | 420 | 3% |
| Total Current Liabilities | | 200,301 | 419,735 | 172,714 | 1,524,384 | 1,130,832 | 1,179,795 | | |
| Non-Current Liabilities | | | | | | | | | |
| Accrued interest payable | 21 | 28,372 | 29,622 | 30,871 | 32,121 | 34,621 | 35,870 | 1,249 | 4% |
| Accrued compensated absences | 22 | 21,695 | 22,274 | 12,936 | 28,644 | 14,063 | 14,234 | 171 | 1% |
| Net pension liability - GASB 68 | 23 | 69,548 | 14,307 | 25,955 | 23,716 | 14,009 | 8,859 | (5,150) | -22% |
| Other post employment benefits | 24 | 211,165 | 137,546 | 110,138 | 102,543 | 80,874 | 62,886 | (17,988) | -18% |
| Bonds, notes, and loans payable | 25 | 566,811 | 544,769 | 523,986 | 273,184 | 257,502 | 220,360 | (37,142) | -14% |
| Total Non-Current Liabilities | | 897,591 | 748,518 | 703,886 | 460,208 | 401,069 | 342,209 | | |
| Total Liabilities | | 1,097,892 | 1,168,253 | 876,600 | 1,984,592 | 1,531,901 | 1,522,004 | | |
| Deferred Inflows - GASB 68 Pensions | 26 | 26,238 | 159,836 | 49,304 | 35,520 | 17,022 | 12,941 | (4,081) | -11% |
| Total Net Position | | 6,891,824 | 6,857,973 | 7,383,549 | 8,083,954 | 8,158,831 | 8,150,806 | | |

WHATCOM COUNTY HOUSING AUTHORITY
Income Statement

December 31, 2025

| | | FY 2020 (audited) | FY 2021 (audited) | FY 2022 (audited) | FY 2023 (audited) | FY 2024 (audited) | FY 2025 (unaudited) | Change from Prior Year | % |
|---|-----------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--------------------------------------|---|----------|
| Operating Revenue | | | | | | | | | |
| Tenant rents | 1 | 604,969 | 616,215 | 545,926 | 466,695 | 507,145 | 556,189 | 49,044 | 10% |
| Other tenant charges | 2 | 5,161 | 8,976 | 22,839 | 6,835 | 28,854 | 24,445 | (4,409) | -15% |
| HUD PHA grants | 3 | 275,969 | 209,013 | 222,909 | 222,220 | 228,398 | 190,781 | (37,617) | -16% |
| Other Government Grants | 4 | 29,295 | 70,668 | 18,311 | 2,985 | | | - | |
| Other revenue | 5 | 33,873 | 51,714 | 34,943 | 31,862 | 45,051 | 23,549 | (21,502) | -48% |
| Total Operating Revenue | | 949,267 | 956,586 | 844,928 | 730,597 | 809,448 | 794,964 | | |
| Operating Expenses | | | | | | | | | |
| Administrative | 6 | 333,169 | 185,003 | 247,636 | 299,712 | 292,332 | 258,259 | (34,073) | -12% |
| Tenant services | 7 | 776 | 10,663 | 26,605 | 10,000 | - | | - | |
| Utilities | 8 | 124,136 | 133,410 | 131,726 | 103,075 | 82,280 | 103,701 | 21,421 | 26% |
| Maintenance & operation | 9 | 403,510 | 560,769 | 264,749 | 389,147 | 345,617 | 376,149 | 30,532 | 9% |
| Protective services | 10 | 780 | 780 | 825 | 857 | - | | - | 0% |
| Insurance premiums | 11 | 29,342 | 33,062 | 41,460 | 53,836 | 61,973 | 62,315 | 342 | 1% |
| General expenses | 12 | 22,124 | 504 | 14,353 | 12,867 | 10,888 | 72,730 | 61,842 | 568% |
| Payments in lieu of taxes | 13 | 180 | | | | | | - | |
| Bad debt | 14 | 7,280 | 17,927 | 480 | 20,711 | 23,528 | 46,040 | 22,512 | 96% |
| Depreciation and Amortization | 15 | 220,549 | 217,402 | 211,292 | 188,528 | 182,759 | 193,606 | 10,847 | 6% |
| Total Operating Expenses | | 1,141,846 | 1,159,520 | 939,126 | 1,078,733 | 999,377 | 1,112,799 | | |
| Interest Income | 16 | 80,695 | 81,837 | 89,572 | 96,232 | 117,566 | 107,692 | (9,874) | -8% |
| Other Nonoperating Income | | 195,350 | | | | | | | |
| Gains/loss special items | 17 | | 9,598 | 303,167 | 787,332 | (4,319) | | 4,319 | -100% |
| Interest expense | 19 | (31,586) | (29,605) | (13,420) | (5,320) | (7,622) | (6,566) | 1,056 | -14% |
| Total Nonoperating Revenue (Expense) | | 244,459 | 61,830 | 379,319 | 878,244 | 105,625 | 101,127 | | |
| Income (Loss) Before Capital Contributions | | 51,880 | -141,104 | 285,121 | 530,108 | (84,304) | (216,708) | | |
| Capital Fund Grants | 20 | 329,195 | 107,253 | 240,455 | 170,297 | 159,181 | 208,683 | 49,502 | 31% |
| Change in Net Position | | 381,075 | -33,851 | 525,576 | 700,405 | 74,877 | (8,025) | | |
| Net Position - Beginning of Year | | 6,510,749 | 6,891,824 | 6,857,973 | 7,383,549 | 8,083,954 | 8,158,831 | | |
| Change in Accounting Principle - OPEB | | 0 | 0 | | | | | | |
| Net Position - End of Year | | 6,891,824 | 6,857,973 | 7,383,549 | 8,083,954 | 8,158,831 | 8,150,806 | | |



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 **04/21/2026** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **March 2026** described as follows:

| Funds | Voucher Numbers | |
|-----------------------------|------------------------------------|------------------------|
| Payroll 2/7/26: | <u>6121</u> to <u>6171</u> | \$ <u>144,205.63</u> |
| Payroll 2/21/26: | <u>6061</u> to <u>6111</u> | \$ <u>146,192.54</u> |
| BHA – Public Housing: | <u>2075</u> to <u>2084</u> | \$ <u>789.00</u> |
| Direct Deposit Checks | <u>1327</u> to <u>1334</u> | \$ <u>1,047.00</u> |
| Central Office/Maint. Fund: | <u>32771</u> to <u>32866</u> | \$ <u>325,698.51</u> |
| Direct Deposit Checks | <u>84</u> to <u>85</u> | \$ <u>223,345.36</u> |
| Section 8 Vouchers: | <u>131948</u> to <u>132750</u> | \$ <u>824,585.18</u> |
| Direct Deposit Checks | <u>89533</u> to <u>89676</u> | \$ <u>1,476,212.12</u> |
| BHA/Local Fund: | <u>10537</u> to <u>10553</u> | \$ <u>145,335.54</u> |
| Direct Deposit Checks | <u>124</u> to <u>124</u> | \$ <u>3,910.36</u> |
| WCHA – Public Housing: | <u>7748</u> to <u>7751</u> | \$ <u>392.00</u> |
| Direct Deposit Checks | <u>919</u> to <u>921</u> | \$ <u>420.00</u> |
| *Misc. ACH & Wire Transfers | <u>JV 25323</u> to <u>JV 25323</u> | \$ <u>-6,158.47</u> |

Chair

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

WHATCOM COUNTY HOUSING AUTHORITY
Board of Commissioners Regular Meeting
March 17, 2026

The Board of Commissioners of Whatcom County Housing Authority (“WCHA”) held a regular meeting on Tuesday, March 17, 2026 in a hybrid format. The meeting was called to order at 1:03 p.m. by Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

A. ROLL CALL/QUORUM

Present: Commissioner Terry Bornemann
Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Alana Pattermann
Commissioner Steven Price

Absent & Excused:

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

Guest Presenters: None

PUBLIC COMMENT AND RESIDENT INPUT

None

B. REPORTS

Commissioner Gockley introduced Commissioner Steven Price as new commissioner for the Whatcom County Housing Authority.

C. DISCUSSION / ACTION ITEMS:

1. Resolution 827: Recognize the Service of Commissioner Dave Finet Throughout his Tenure on the Board of Commissioners

Commissioner Stephen Gockley presented resolution 827.

Approve Resolution 827

Commissioner Billmire moved to approve the motion

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

AYES: Commissioner Terry Bornemann
Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Alana Pattermann
Commissioner Steven Price

2. Resolution 828: Providing Refinancing, Rehabilitation and Continued Operation of River House Apartments

Chief Operating Officer Kate Donnelly provided an overview of resolution 828.

Approve Resolution 828

Commissioner Bornemann moved to approve the motion

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

AYES: Commissioner Terry Bornemann
Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Alana Pattermann
Commissioner Steven Price

D. CONSENT

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 WCHA Board meeting.

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

AYES: Commissioner Terry Bornemann
Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Alana Pattermann
Commissioner Steven Price

NAYES: None

ADJOURNMENT

The meeting was adjourned at 1:27PM

Respectfully Submitted,

Andrew Calkins
Secretary/Treasurer

ATTEST:

Stephen Gockley
Chair, Board of Commission



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. 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.