



Housing Authority of the City of Bellingham

Notice of Regular Board Meeting
Bellingham Housing Authority Board of Commissioners
May 19, 2026

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

Time: 1:07pm

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, 10 minutes)
 - 2. Q1 BHA Financial Reports (Jana Robbins, 20 minutes)
 - 3. Overview of BWCHA's Low-Income Housing Tax Credit Portfolio (Kate Donnelly, 30 minutes)
- D. DISCUSSION / ACTION ITEMS
None.
- E. CONSENT ITEMS
 - 1. Motion: Approve Cash Disbursements/Vouchers for the months of April 2026
 - 2. Motion: Approve Minutes for the month of April 2026 Regular Board meeting
- F. NEW BUSINESS – COMMISSIONER REPORTS
- G. ADJOURNMENT

The Bellingham Whatcom County Housing Authority Board of Commissioners will meet electronically on Tuesday, May 19, 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

To: Board of Commissioners
From: Andrew Calkins, Executive Director / CEO
Date: May 19, 2026
Re: Executive Director's Update

Staffing Updates

We have posted both the Construction Project Manager position and the Affordable Housing Program Manager position and are receiving and reviewing applications for both job openings. In addition, hiring efforts are underway for Seasonal Groundskeepers in preparation for the upcoming season.

Housing Choice Voucher Budget for 2026

Following Congress' passage of a final FY 2026 HUD budget, HUD recently finalized appropriations to housing authorities for the Housing Choice Voucher (HCV) program. On May 7th, we received confirmation of our 2026 funding award for the HCV program of \$27 million for BWCHA's general and Mainstream voucher program. Due to an increase in HUD's measure of our region's Fair Market Rent, we received a 5.7% inflation factor in 2026. We are hopeful that this funding amount will allow us to fully fund all currently issued vouchers in 2026.

HUD also notified BWCHA of an award of an additional \$22,854 in shortfall funding to pay for the increased costs of vouchers during 2025. We are still awaiting confirmation from HUD on the award of 10 HUD-VASH vouchers for veterans exiting homelessness and 19 Foster Youth to Independence (FYI) vouchers.

EDI Board Recommendations on Housing Allocations

Whatcom County's Economic Development Investment (EDI) Board met on May 6th to review available funding for infrastructure and workforce housing projects. Of the pool of funds the County has made available for competitive proposals, the EDI Board recommended to allocate \$2.3 million for infrastructure and \$1.7 million for workforce housing. Whatcom County Council will make the final determination on funding amounts and the application period is expected to open in early June.

Community Connections

- On April 22, I participated in a panel discussion following a screening of the documentary Decade of Fire, hosted by the City of Bellingham in recognition of Fair Housing Month. Fellow panelists included Clyde Ford (local author and historian), Elizabeth Erickson (City of Bellingham), and John Bacon (Whatcom Title), with Samya Lutz serving as moderator.



Bellingham & Whatcom County Housing Authorities

- On May 14th and 15th I will be attending the Association of Washington Housing Authorities' Spring Conference in Wenatchee. The agenda will cover a range of policy and legal topics relevant to housing authorities.

Attachments:

- None

**Bellingham Housing Authority
1st Quarter Budget to Actual
3/31/2026**

| Bellingham Housing Authority All Funds | | | | | | | | | | |
|---|----|---------------------------------|---------------------------------|-------------------|--------------|----------------------------|--------------------------------|--------------------|--------------|----------------------|
| | | Month to Date Actual | Month to Date Budget | Variance | % Var | Year to Date Actual | Year to Date Budget | Variance | % Var | Annual Budget |
| Income | | | | | | | | | | |
| Rental Income | 2 | 272,388.73 | 274,092.90 | -1,704.17 | -1% | 812,961.70 | 822,278.70 | -9,317.00 | -1% | 3,289,114.81 |
| Other Tenant Income | 3 | 5,973.08 | 6,809.40 | -836.32 | -12% | 17,801.41 | 20,428.20 | -2,626.79 | -13% | 81,712.81 |
| Grant Income | 4 | 2,528,489.39 | 2,467,442.73 | 61,046.66 | 2% | 7,583,002.37 | 7,402,328.19 | 180,674.18 | 2% | 29,609,312.82 |
| Fee Income | 5 | 337,395.05 | 194,807.64 | 142,587.41 | 73% | 634,612.96 | 584,422.92 | 50,190.04 | 9% | 2,337,691.62 |
| Grounds Income | 6 | 33,501.70 | 33,501.69 | 0.01 | 0% | 104,860.79 | 100,505.07 | 4,355.72 | 4% | 402,020.12 |
| Other Income | 7 | 40.00 | 187,003.33 | -186,963.33 | -100% | 26,509.98 | 561,009.99 | -534,500.01 | -95% | 2,244,039.84 |
| Total Income | | 3,177,787.95 | 3,163,657.69 | 14,130.26 | 0% | 9,179,749.21 | 9,490,973.07 | -311,223.86 | -3% | 37,963,892.02 |
| Expense | | | | | | | | | | |
| Administrative Expense | 8 | 287,127.45 | 516,122.46 | -228,995.01 | 44% | 1,391,157.85 | 1,548,367.38 | -157,209.53 | 10% | 6,193,469.22 |
| Tenant Services Expense | 9 | 9,330.97 | 4,098.97 | 5,232.00 | -128% | 13,535.76 | 12,296.91 | 1,238.85 | -10% | 49,187.75 |
| Utility Expense | 10 | 77,073.58 | 75,978.26 | 1,095.32 | -1% | 178,058.35 | 227,934.78 | -49,876.43 | 22% | 911,739.45 |
| Maintenance Expense | 11 | 222,173.50 | 269,851.20 | -47,677.70 | 18% | 753,717.20 | 809,553.60 | -55,836.40 | 7% | 3,238,214.36 |
| General Expense | 12 | 31,592.53 | 33,234.16 | -1,641.63 | 5% | 46,204.53 | 99,702.48 | -53,497.95 | 54% | 398,809.96 |
| Housing Assistance Expense | 13 | 2,259,394.00 | 2,099,954.17 | 159,439.83 | -8% | 6,799,004.00 | 6,299,862.51 | 499,141.49 | -8% | 25,199,449.92 |
| Other Expenses | 14 | 7,456.22 | 19,263.29 | -11,807.07 | 61% | 22,368.66 | 57,789.87 | -35,421.21 | 61% | 229,911.52 |
| Total Expense | | 2,894,148.25 | 3,018,502.51 | 124,354.26 | 4% | 9,204,046.35 | 9,055,507.53 | 148,538.82 | -2% | 36,220,782.18 |
| Net Income | | 283,639.70 | 145,155.18 | 138,484.52 | 95% | -24,297.14 | 435,465.54 | -459,762.68 | -106% | 1,743,109.84 |

| Bellingham Housing Authority Public Housing and COCC | | | | | | | | | | |
|---|--|---------------------------------|---------------------------------|-------------------|---------------|----------------------------|--------------------------------|-------------------|--------------|----------------------|
| | | Month to Date Actual | Month to Date Budget | Variance | % Var | Year to Date Actual | Year to Date Budget | Variance | % Var | Annual Budget |
| Income | | | | | | | | | | |
| Rental Income | | 209,858.19 | 207,027.48 | 2,830.71 | 1% | 652,979.70 | 621,082.44 | 31,897.26 | 5% | 2,484,329.73 |
| Other Tenant Income | | 5,973.08 | 6,665.78 | -692.70 | -10% | 17,791.41 | 19,997.34 | -2,205.93 | -11% | 79,989.45 |
| Grant Income | | 101,275.40 | 98,906.86 | 2,368.54 | 2% | 311,816.56 | 296,720.58 | 15,095.98 | 5% | 1,186,882.40 |
| Fee Income | | 329,451.38 | 181,498.81 | 147,952.57 | 82% | 611,345.01 | 544,496.43 | 66,848.58 | 12% | 2,177,985.69 |
| Grounds Income | | 33,501.70 | 33,501.69 | 0.01 | 0% | 104,860.79 | 100,505.07 | 4,355.72 | 4% | 402,020.12 |
| Other Income | | 0.00 | 15,819.13 | -15,819.13 | -100% | 1,556.09 | 47,457.39 | -45,901.30 | -97% | 189,829.53 |
| Total Income | | 680,059.75 | 543,419.75 | 136,640.00 | 25% | 1,700,349.56 | 1,630,259.25 | 70,090.31 | 4% | 6,521,036.92 |
| Expense | | | | | | | | | | |
| Administrative Expense | | 153,982.03 | 208,312.16 | -54,330.13 | 26% | 652,043.45 | 624,936.48 | 27,106.97 | -4% | 2,499,745.90 |
| Tenant Services Expense | | 1,509.74 | 658.33 | 851.41 | -129% | 2,895.39 | 1,974.99 | 920.40 | -47% | 7,900.00 |
| Utility Expense | | 73,611.18 | 68,244.48 | 5,366.70 | -8% | 170,089.05 | 204,733.44 | -34,644.39 | 17% | 818,933.81 |
| Maintenance Expense | | 212,317.39 | 263,144.60 | -50,827.21 | 19% | 702,380.53 | 789,433.80 | -87,053.27 | 11% | 3,157,735.06 |
| General Expense | | 14,598.67 | 26,691.37 | -12,092.70 | 45% | 60,096.68 | 80,074.11 | -19,977.43 | 25% | 320,296.51 |
| Total Expense | | 456,019.01 | 567,050.94 | 111,031.93 | 20% | 1,587,505.10 | 1,701,152.82 | 113,647.72 | 7% | 6,804,611.28 |
| Net Income | | 224,040.74 | -23,631.19 | 247,671.93 | -1048% | 112,844.46 | -70,893.57 | 183,738.03 | -259% | -283,574.36 |

Bellingham Housing Authority HCV (Section 8)

| | Month to Date Actual | Month to Date Budget | Variance | % Var | Year to Date Actual | Year to Date Budget | Variance | % Var | Annual Budget |
|----------------------------|---------------------------------|---------------------------------|-------------------|--------------|----------------------------|--------------------------------|--------------------|--------------|----------------------|
| Income | | | | | | | | | |
| Grant Income | 2,423,663.99 | 2,368,535.87 | 55,128.12 | 2% | 7,263,123.81 | 7,105,607.61 | 157,516.20 | 2% | 28,422,430.42 |
| Fee Income | | | | | | | | | |
| Other Income | 60.24 | 4,517.53 | -4,457.29 | -99% | 24,899.15 | 13,552.59 | 11,346.56 | 84% | 54,210.31 |
| Total Income | 2,423,724.23 | 2,373,053.40 | 50,670.83 | 2% | 7,288,022.96 | 7,119,160.20 | 168,862.76 | 2% | 28,476,640.73 |
| Expense | | | | | | | | | |
| Administrative Expense | 85,222.99 | 200,928.92 | 115,705.93 | 58% | 548,117.07 | 602,786.76 | 54,669.69 | 9% | 2,411,146.60 |
| Tenant Services Expense | 3,019.64 | 1,841.96 | -1,177.68 | -64% | 3,435.26 | 5,525.88 | 2,090.62 | 38% | 22,103.54 |
| Maintenance Expense | 313.14 | 358.57 | 45.43 | 13% | 814.94 | 1,075.71 | 260.77 | 24% | 4,302.87 |
| General Expense | 309.15 | 467.05 | 157.90 | 34% | 927.45 | 1,401.15 | 473.70 | 34% | 5,604.59 |
| Housing Assistance Expense | 2,275,815.00 | 2,099,954.17 | -175,860.83 | -8% | 6,828,939.00 | 6,299,862.51 | -529,076.49 | -8% | 25,199,449.92 |
| Other Expenses | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | | 0.00 |
| Total Expense | 2,364,679.92 | 2,303,550.67 | -61,129.25 | -3% | 7,382,233.72 | 6,910,652.01 | -471,581.71 | -7% | 27,642,607.52 |
| Net Income | 59,044.31 | 69,502.73 | -10,458.42 | -15% | -94,220.76 | 208,508.19 | -302,728.95 | -145% | 834,033.21 |

Bellingham Housing Authority Local Fund

| | Month to Date Actual | Month to Date Budget | Variance | % Var | Year to Date Actual | Year to Date Budget | Variance | % Var | Annual Budget |
|------------------------|---------------------------------|---------------------------------|--------------------|--------------|----------------------------|--------------------------------|--------------------|--------------|----------------------|
| Income | | | | | | | | | |
| Nondwelling income | 17,469.56 | 37,359.17 | -19,889.61 | -53% | 42,606.23 | 112,077.51 | -69,471.28 | -62% | 448,310.08 |
| Management Fee Income | 7,943.67 | 13,308.83 | -5,365.16 | -40% | 23,267.95 | 39,926.49 | -16,658.54 | -42% | 159,705.93 |
| Other Income | 32,522.45 | 183,435.51 | -150,913.06 | -82% | 96,137.30 | 550,306.53 | -454,169.23 | -83% | 2,201,226.00 |
| Total Income | 57,935.68 | 234,103.51 | -176,167.83 | -75% | 162,011.48 | 702,310.53 | -540,299.05 | -77% | 2,809,242.01 |
| Expense | | | | | | | | | |
| Administrative Expense | 45,522.51 | 105,828.75 | 60,306.24 | 57% | 179,662.14 | 317,486.25 | 137,824.11 | 43% | 1,269,945.25 |
| Tenant Services | 1,519.02 | 0.00 | -1,519.02 | | 3,922.54 | 0.00 | -3,922.54 | | 0.00 |
| Utility Expense | 1,765.68 | 5,501.27 | 3,735.59 | 68% | 3,959.06 | 16,503.81 | 12,544.75 | 76% | 66,015.34 |
| Maintenance Expense | 5,301.90 | 1,216.54 | -4,085.36 | -336% | 30,039.36 | 3,649.62 | -26,389.74 | -723% | 14,598.48 |
| General Expense | 4,953.35 | 4,576.84 | -376.51 | -8% | -31,738.23 | 13,730.52 | 45,468.75 | 331% | 54,922.04 |
| Other Expenses | 7,456.22 | 19,159.29 | 11,703.07 | 61% | 22,368.66 | 57,477.87 | 35,109.21 | 61% | 229,911.52 |
| Total Expense | 66,518.68 | 136,282.69 | 69,764.01 | 51% | 208,213.53 | 408,848.07 | 200,634.54 | 49% | 1,635,392.63 |
| Net Income | -8,583.00 | 97,820.82 | -106,403.82 | -109% | -46,202.05 | 293,462.46 | -339,664.51 | -116% | 1,173,849.38 |

BELLINGHAM HOUSING AUTHORITY
Statement of Net Position
3/31/2026

| | | 12/31/2025 | 3/31/2026 | \$ Change | % Change |
|---|----|-----------------------|-----------------------|--------------------|------------|
| ASSETS | | | | | |
| <i>Current Assets</i> | | | | | |
| Cash and cash equivalents | 1 | \$ 16,127,289 | \$ 15,578,875 | (548,414) | -3% |
| Restricted cash - tenant security deposits | 2 | 354,061 | 354,799 | 738 | 0% |
| Restricted cash - other | 3 | 1,641,882 | 1,641,882 | 0 | 0% |
| Accounts receivable (net) | | | | | |
| Tenants | 4 | 424,962 | 516,500 | 91,538 | 22% |
| Fraud recovery | 5 | 2,825 | 2,825 | 0 | 0% |
| Miscellaneous | 6 | 693,630 | 1,458,661 | 765,031 | 110% |
| Current portion of notes receivable | | | | | |
| Component units | 7 | 334,949 | 334,949 | - | 0% |
| Short term lease | 8 | 228,688 | 228,688 | (0) | 0% |
| Prepaid expenses | 9 | 619,829 | 686,492 | 66,663 | 11% |
| Inventories | 10 | <u>23,385</u> | <u>23,385</u> | <u>0</u> | <u>0%</u> |
| Total Current Assets | | 20,451,501 | 20,827,057 | 375,557 | 2% |
| <i>Non-Current Assets</i> | | | | | |
| Restricted investments | | | | | |
| Accrued interest receivable | 11 | 13,158,352 | 13,158,352 | (0) | 0% |
| Notes receivable | | | | | |
| Component units | 12 | 74,294,123 | 74,294,123 | 0 | 0% |
| Predevelopment costs | 13 | 1,141,219 | 1,371,186 | 229,967 | 20% |
| Long term lease receivable | 14 | 2,081,299 | 2,081,299 | 0 | 0% |
| Investment in tax credit partnerships | 15 | 375,902 | 375,902 | 0 | 0% |
| Net Pension Asset | 16 | 806,742 | 806,742 | 0 | 0% |
| Capital assets | | | | | |
| Non-depreciable | 17 | 6,213,070 | 6,221,060 | 7,990 | 0% |
| Net depreciable | 18 | <u>42,503,800</u> | <u>42,503,800</u> | <u>0</u> | <u>0%</u> |
| Total Non-Current Assets | | 140,574,508 | 140,812,465 | 237,958 | 0 |
| Total Assets | | 161,026,009 | 161,639,522 | 613,515 | 0 |
| <i>Deferred Outflows of Resources</i> | | | | | |
| Amounts related to pensions | 19 | 1,238,213 | 1,238,213 | 0 | 0% |
| Amounts related to OPEB | 20 | <u>23,639</u> | <u>23,639</u> | <u>0</u> | <u>0%</u> |
| Total Deferred Outflows of Resources | | 1,261,852 | 1,261,852 | 0 | 0 |
| LIABILITIES | | | | | |
| <i>Current Liabilities</i> | | | | | |
| Accounts payable | 21 | 898,680 | 1,317,556 | 418,876 | 47% |
| Tenant security deposits | 22 | 441,294 | 383,439 | (57,855) | -13% |
| Unearned revenues | 23 | 171,122 | 169,811 | (1,311) | -1% |
| Accrued liabilities - other | 24 | 194,917 | 473,017 | 278,100 | 143% |
| Short term lease liability | 26 | 32,124 | 32,124 | - | 0% |
| Short term compensated absences | 27 | 433,271 | 433,271 | (0) | 0% |
| Current portion of long term debt | | | | | |
| Capital projects | 28 | 347,491 | 347,491 | 0 | 0% |
| Component units | 29 | <u>108,856</u> | <u>108,856</u> | <u>-</u> | <u>0%</u> |
| Total Current Liabilities | | 2,627,756 | 3,265,565 | 637,810 | 0 |
| <i>Non-Current Liabilities</i> | | | | | |
| Accrued interest payable | 30 | 1,014,620 | 1,014,620 | 0 | 0% |
| Bonds, notes and loans payable | | | | | |
| Capital projects | 31 | 22,319,340 | 22,319,340 | 0 | 0% |
| Component units | 32 | 28,995,875 | 28,995,875 | - | 0% |
| Accrued compensated absences | 33 | 316,780 | 316,780 | (0) | 0% |
| Long term lease liability | 34 | 10,605 | 10,605 | - | 0% |
| Other post employment benefits | 35 | 1,307,207 | 1,307,207 | (0) | 0% |
| Net pension liability | 36 | <u>192,490</u> | <u>192,490</u> | <u>(0)</u> | <u>0%</u> |
| Total Non-Current Liabilities | | 54,156,916 | 54,156,917 | (0) | (0) |
| Total Liabilities | | 56,784,672 | 57,422,482 | 637,810 | 1% |
| <i>Deferred inflows of resources</i> | | | | | |
| Amounts related to pensions | 37 | 281,175 | 281,175 | (0) | 0% |
| Amounts related leases | 38 | <u>2,117,122</u> | <u>2,117,122</u> | <u>0</u> | <u>0%</u> |
| Total Deferred Inflows of Resources | | 2,398,297 | 2,398,298 | 0 | 0 |
| NET POSITION | | | | | |
| Net investment in capital assets | | 26,050,039 | 26,058,029 | 7,990 | 0% |
| Restricted | | 2,361,391 | 2,419,985 | 58,594 | 2% |
| Unrestricted | | <u>74,693,462</u> | <u>74,602,581</u> | <u>(90,881)</u> | <u>0%</u> |
| Total Net Position | | \$ 103,104,892 | \$ 103,080,595 | \$ (24,297) | 2% |

Bellingham Housing Authority 1st Quarter 2026 Financial Report

Analysis – Budget to Actual Income Statement (BHA All Funds)

Variations over 10% explained:

Revenue Variations

Other tenant Income (line 3)

This balance consists of laundry and vending, cleaning fees, damages, late charges, and legal fees. This income line can change drastically over time. Most of the decreases are represented in lower late fees.

Other Income (line 7)

Other income consists of miscellaneous income, developer fees, cash flow waterfall, and insurance proceeds. Most of the budgeted balance is the cash flow waterfall, which we will recognize in May. We expect this line to change dramatically in the next quarterly report.

Expenditure Variations

Administrative Expenses (line 8)

Administrative costs for the first quarter are down mainly because we budgeted for new positions that were not filled in the first quarter.

Tenant Services (line 9)

This balance consists of resident council costs, contract tenant services, tenant screening, and EHV service costs. The increase is based on tenant services contract expense increases.

Maintenance Expenses (line 11)

We continue to experience staff shortages in Maintenance, which resulted in lower than anticipated costs for labor and materials. Overall, we are on par for the year.

General Expenses (line 12)

General expenses consist of insurance payments, bad debt, security and other general expenses. Bad debt was lower than expected in the first quarter, due to staff shortages in accounting. We expect this to increase in the second quarter.

Analysis – Statement of Net Position

Variations over 10% explained:

Tenant receivables (line 4)

The increase in miscellaneous accounts receivable is based on timings of collections from tenants and staff shortages causing a delay in the 1st quarter write-off bad debt.

Miscellaneous Receivables (line 6)

The increase in miscellaneous accounts receivable is mainly the timing difference between interprogram due from other properties. We have expenses that are paid from the COCC account and then allocated to the other programs. We expect this to decrease in the next quarter.

Prepaid Expenses (line 9)

The increase is primarily the result of our Software expenses that are prepaid and then allocated over the course of the year.

Predevelopment Costs (line 13)

The increase is primarily the result of predevelopment costs we incurred in the first quarter. These costs are booked as a long-term asset as we expect them to be returned to us in the future.

Accounts Payable (line 21)

The increase is primarily the result of timing differences between incurring debt and paying those debts. Also included in the increase is interfund activities. See line 6.

Tenant Security Deposits (line 22)

The decrease in tenant security deposits reflects the activities of move outs.

Accrued liabilities – other (line 24)

The increase in accrued liabilities – other is mainly the timing issues between payroll benefit accruals that are accrued when payroll is made but are paid out at a later date.



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 **05/19/2026** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **April 2026** described as follows:

| Funds | Voucher Numbers | |
|-----------------------------|------------------------------------|------------------------|
| Payroll 2/7/26: | <u>6241</u> to <u>6292</u> | \$ <u>146,732.59</u> |
| Payroll 2/21/26: | <u>6301</u> to <u>6352</u> | \$ <u>148,413.35</u> |
| BHA – Public Housing: | <u>2085</u> to <u>2098</u> | \$ <u>3,990.00</u> |
| Direct Deposit Checks | <u>1335</u> to <u>1341</u> | \$ <u>510.00</u> |
| Central Office/Maint. Fund: | <u>32867</u> to <u>32958</u> | \$ <u>393,121.66</u> |
| Direct Deposit Checks | <u>86</u> to <u>86</u> | \$ <u>81,842.33</u> |
| Section 8 Vouchers: | <u>132261</u> to <u>132579</u> | \$ <u>824,567.31</u> |
| Direct Deposit Checks | <u>89677</u> to <u>89827</u> | \$ <u>1,501,757.76</u> |
| BHA/Local Fund: | <u>10554</u> to <u>10576</u> | \$ <u>192,601.56</u> |
| Direct Deposit Checks | <u>125</u> to <u>127</u> | \$ <u>35,836.01</u> |
| WCHA – Public Housing: | <u>7752</u> to <u>7756</u> | \$ <u>490.00</u> |
| Direct Deposit Checks | <u>922</u> to <u>924</u> | \$ <u>898.00</u> |
| *Misc. ACH & Wire Transfers | <u>JV 25460</u> to <u>JV 25489</u> | \$ <u>37,332.09</u> |

Chair

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

BELLINGHAM HOUSING AUTHORITY
Board of Commissioners Regular Meeting
April 21, 2026

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, April 21, 2026 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 Valerie Billmire
Commissioner Stephen Gockley
Commissioner Steven Price

Absent & Excused: Commissioner Terry Bornemann
Commissioner Alana Pattermann

BWCHA Staff Presenters: Lindsay Burmeister, Executive Services/HR Manager
Andrew Calkins, Executive Director
Tony Casale, Director of Development
Kate Donnelly, Chief Operating Officer
Jana Robbins, Director of Finance

Guest Presenters:

PUBLIC COMMENT AND RESIDENT INPUT

Chris Wells, Chuckanut Square Resident – His apartment gets hot, although the heat is not turned on. He suspects there is a blockage in the heater pipe and is requesting maintenance to look into it.

Paul Moore, Washington Square Resident – Thank you to BHA management for planning to tint the common room windows. Resident Council update provided - right now, the Resident Council is limited as to what activities it can conduct for residents, but the Activity Club is not. They are working to revitalize the Activity Club.

A. REPORTS

1. Executive Director Report: Attached to the Agenda
Executive Director Andrew Calkins presented the Executive Director’s Report, focusing on FY 2027 appropriations, available local options for affordable housing in Whatcom County, and BWCHA strategic initiatives for 2026.
2. 2025 BHA Financial Statements: Attached to the Agenda
Director of Finance Jana Robbins presented the 2025 BHA Financial Statements report.
3. Operations Report: Attached to the Agenda
Chief Operating Officer Kate Donnelly presented the quarterly Operations Report.
4. Development Report: Attached to the Agenda
Director of Development Tony Casale presented the quarterly Development Report.

B. DISCUSSION / ACTION ITEMS

1. Resolution 2841: Approve Job Description & Salary Schedule for New Classification of Construction Project Manager

Human Resources Manager Lindsay Burmeister provided an overview of resolution 2841.

Approve Resolution 2841

Commissioner Billmire moved to approve the motion

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

AYES: Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Steven Price

C. CONSENT ITEMS

Commissioner Price moved to approve the Consent Agenda as follows:

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

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

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

AYES: Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Steven Price

NAYES: None

D. COMMISSIONER UPDATES – None

E. EXECUTIVE SESSION

The Board entered Executive Session at 2:35pm pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

No official action took place during the executive session.

Executive session adjourned at 2:53pm and Public Session was re-opened.

Commissioner Billmire called a motion to authorize the negotiation and execution of a purchase and sale agreement for the acquisition of the Sehome Court Property with the closing to be subject to final board approval.

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

AYES: Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Steven Price

NAYES: None

F. ADJOURNMENT

The public meeting was adjourned at 2:54PM

Respectfully Submitted,

Andrew Calkins,
Secretary/Treasurer

ATTEST:

Stephen Gockley,
Chair, Board of Commission

**January 2026 – December 2026 Regular Meeting Schedule of the
Bellingham Whatcom County Housing Authorities Board of Commissioners**

| <u>Date and Time</u> | <u>Locations</u> |
|--|--|
| 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 present the comment in person at the meeting, or send direct e-mail to 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 |
|--|--|--|
| Reports Meeting Cancelled | Reports Quarterly: LIHTC Portfolio Quarterly: Operations Approve HUD SEMAP Certification | Reports Quarterly: Development |
| Discussion/Action | Discussion/Action SEMAP Review Agency Salaries, co-premiums, CBA | Discussion/Action |
| April | May | June |
| Reports Quarterly: Operations Quarterly: Q4 Finance Report | Reports Quarterly: LIHTC Portfolio Quarterly: Q1 Finance Report | Reports Quarterly: Development Bi-Annual: IT Report |
| Discussion/Action New/Renewing Commissioners | Discussion/Action | Discussion/Action ED Annual Performance Evaluation |
| July | August | September |
| Reports Quarterly: Operations | Reports Quarterly: LIHTC Portfolio Annual: HR Safety Report | Reports Quarterly: Development Quarterly: Q2 Finance Report Utility Allowance & PH Flat Rent Schedule HCV Payment Standards |
| Discussion/Action | Discussion/Action Review PHA Plan Set Public Hearing Date | Discussion/Action Agency Plan Public Hearing Nominate Officers Preliminary 2026- 2027 Board Schedule |
| October | November | December |
| Reports Quarterly: Operations Quarterly: Agency 2027 Budget Process FY2025 Audit Exit (Invite SAO) | Reports Quarterly: LIHTC Portfolio Quarterly: Q3 Finance Report | Reports Quarterly: Development Bi-Annual: IT Report |
| Discussion/Action Elect Chair & Vice-Chair | Discussion/Action Agency 2027 Budget Adoption Maintenance Schedule of Charges | Discussion/Action 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. 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.