



Notice of Regular Board Meeting
Whatcom County Housing Authority Board of Commissioners
Tuesday, May 19, 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. Q1 WCHA Financial Reports (Jana Robbins, 10 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. 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)

Whatcom County Housing Authority
1st Quarter Budget to Actual
3/31/2026

		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	1	34,580.82	40,573.46	-5,992.64	-15%	100,268.98	121,720.38	-21,451.40	-18%	486,881.53
Other Tenant Income	2	115.15	1,312.97	-1,197.82	-91%	1,094.78	3,938.91	-2,844.13	-72%	15,755.51
Grant Income	3	14,560.60	14,219.77	340.83	2%	75,025.24	42,659.31	32,365.93	76%	170,637.28
Other Income	4	7.95	2,169.92	-2,161.97	-100%	7.95	6,509.76	6,509.76	100%	26,039.00
Total Income		49,264.52	58,276.12	-9,011.60	-15%	176,396.95	174,828.36	14,580.16	8%	699,313.32
Expense										
Administrative Expense	5	9,772.02	17,910.15	8,138.13	45%	54,243.36	53,730.45	-512.91	-1%	214,922.09
Tenant Services Expense	6	25.29	41.67	16.38	39%	25.29	125.01	99.72	80%	500.00
Utility Expense	7	10,366.68	6,558.48	-3,808.20	-58%	15,396.63	19,675.44	4,278.81	22%	78,701.60
Maintenance Expense	8	16,592.46	21,189.81	4,597.35	22%	81,927.27	63,569.43	-18,357.84	-29%	254,277.79
General Expense	9	5,910.13	6,808.57	898.44	13%	16,337.28	20,425.71	4,088.43	20%	81,702.94
Total Expense		42,666.58	52,508.68	9,842.10	19%	167,929.83	157,526.04	-10,403.79	-7%	630,104.42
Net Income		6,597.94	5,767.44	830.50	14%	8,467.12	17,302.32	-8,835.20	-51%	69,208.90

WHATCOM COUNTY 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	1,411,173	1,474,920	63,747	5%
Restricted cash - tenant security deposits	2	33,527	27,881	(5,646)	-17%
Restricted cash - other	3	1,168,256	1,152,335	(15,921)	-1%
Accounts receivable (net)					
Tenants	4	58,728	54,277	(4,451)	-8%
HUD	5	21,962	9,731	(12,231)	
Miscellaneous	6	350,718	334,829	(15,889)	-5%
Prepaid expenses	7	64,822	68,963	4,141	6%
Total current assets		<u>3,109,186</u>	<u>3,122,935</u>	<u>13,749</u>	<u>0%</u>
<i>Non-current assets:</i>					
Restricted investments					
Notes receivable from related parties	8	2,139,202	2,139,202	-	0%
Accrued interest receivable	9	777,723	777,723	0	0%
Investment in related parties	10	191,940	191,940	-	0%
Net pension asset	11	37,130	37,130	0	0%
Capital assets					
Non-depreciable	12	1,082,772	1,088,537	5,765	1%
Net depreciable	13	2,636,290	2,683,984	47,694	2%
Total non-current assets		<u>6,865,057</u>	<u>6,918,516</u>	<u>53,459</u>	<u>1%</u>
Total Assets		<u>9,974,243</u>	<u>10,041,451</u>	<u>67,208</u>	<u>1%</u>
Deferred outflows of resources					
Amounts related to pensions and OPEB	14	58,085	58,085	(1)	0%
Total Deferred Outflows of Resources		<u>58,085</u>	<u>58,085</u>	<u>(1)</u>	<u>0%</u>
LIABILITIES					
<i>Current liabilities:</i>					
Accounts payable	15	499,867	415,426	(84,441)	-17%
Tenant security deposits	16	37,282	37,661	379	1%
Unearned revenues	17	939,170	937,538	(1,633)	0%
Accrued liabilities - other	18	15,224	157,389	142,165	934%
Current portion of long-term compensated absence	19	19,468	19,468	(0)	0%
Current portion of long-term debt					
Capital projects	20	15,362	14,942	(420)	-3%
Total current liabilities		<u>1,526,374</u>	<u>1,582,423</u>	<u>56,050</u>	<u>4%</u>
<i>Noncurrent liabilities:</i>					
Accrued interest	21	35,870	35,870	0	0%
Bonds, notes and loans payable					
Capital projects	22	220,360	235,722	15,362	7%
Accrued compensated absences	23	14,234	14,234	(0)	0%
Other post-employment benefits	24	62,886	62,886	0	0%
Pension liabilities	25	8,859	8,859	0	0%
Total noncurrent liabilities		<u>342,209</u>	<u>357,571</u>	<u>15,362</u>	<u>4%</u>
Total Liabilities		<u>1,868,583</u>	<u>1,939,995</u>	<u>71,413</u>	<u>4%</u>
Deferred inflows of resources					
Amounts related to pensions	26	12,941	12,941	(0)	0%
Total Deferred Inflows of Resources		<u>12,941</u>	<u>12,941</u>	<u>(0)</u>	<u>0%</u>
NET POSITION					
Net Investment in capital assets		3,483,340	3,521,857	38,517	1%
Restricted		1,229,323	1,211,517	(17,806)	-1%
Unrestricted		3,438,141	3,413,226	(24,915)	-1%
Total Net Position		<u>8,150,804</u>	<u>8,146,600</u>	<u>(4,204)</u>	<u>0%</u>

Whatcom County Housing Authority 1st Quarter 2026 Financial Report

Analysis – Budget to Actual Income Statement

Variations over 10% explained below:

Revenue Variances

Rental Income (line 1)

Tenant rent includes a line for interest. The reduction in revenue from this line is the interest that will be booked at the end of the year. As the year progresses, the differences should be minimized.

Other Tenant Income (line 2)

Consists of cleaning fees, late charges, damages, tenant owed utilities, miscellaneous tenant income and interest income. It can vary widely. In this case, we budgeted for damages, cleaning fees, and miscellaneous income that haven't been realized.

Grant Income (line 3)

HUD PHA Operating grants and subsidies are on par for the month and year. We received capital grant funds that were not included in the budget.

Other Income (line 4)

We budgeted for a cash flow waterfall in WCHA. This total will change in the next quarter.

Tenant Services Expense (line 6)

We budgeted for some tenant screening expenses that have not been realized to date.

Utilities (line 7)

Utility expense is down for the year in the first quarter.

Maintenance Expenses (line 8)

Maintenance expenses are down for the month and 1st quarter 2026. This is mostly due to decreased contract fees for service costs.

General Expenses (line 9)

General expenses are down based on staff shortages in accounting. Bad debt for the first quarter will be combined with the second quarter this year.

Analysis – Statement of Net Position

Variations over 10% explained below.

Restricted cash -Tenant Security Deposits – others (line 2)

The reduction in tenant security deposits is the result of move outs for tenants.

Accounts Payable (line 15)

The difference reflects timing issues with payments made, and interfund amounts owing. See line 6 above.

Accrued liabilities - other (line 18)

The increase in accrued liabilities – other relates to the timing of paying payroll benefits and other payables.



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.

WHATCOM COUNTY HOUSING AUTHORITY
Board of Commissioners Regular Meeting
April 21, 2026

The Board of Commissioners of Whatcom County Housing Authority (“WCHA”) held a regular meeting on Tuesday, April 21, 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 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
Jana Robbins, Director of Finance

Guest Presenters:

None

PUBLIC COMMENT AND RESIDENT INPUT

None

B. REPORTS

1. 2025 WCHA Financial Statements: Attached to the Agenda
Director of Finance Jana Robbins presented the 2025 WCHA Financial Statements report.

C. DISCUSSION / ACTION ITEMS:

None

D. CONSENT

Commissioner Billmire 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 WCHA Board meeting.

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

AYES:

Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Steven Price

NAYES:

None

ADJOURNMENT

The meeting was adjourned at 1:06PM

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.