



Housing Authority of the City of Bellingham

Notice of Regular Board Meeting
Bellingham Housing Authority Board of Commissioners
April 21, 2026

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

Time: 1:10pm

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. 2025 BHA Financial Statements (Jana Robbins, 20 minutes)
 3. Operations Report (Kate Donnelly, 20 minutes)
 4. Development Report (Tony Casale, 20 minutes)
- D. DISCUSSION / ACTION ITEMS
1. Approve Job Description & Salary Schedule for New Classification of Construction Project Manager
Approve Resolution 2841 (Lindsay Burmeister, 10 minutes)
- E. CONSENT ITEMS
1. Motion: Approve Cash Disbursements/Vouchers for the month of March 2026
 2. Motion: Approve Minutes for the month of March 2026 Regular Board meeting
- F. NEW BUSINESS – COMMISSIONER REPORTS
- G. EXECUTIVE SESSION
- RECESS TO EXECUTIVE SESSION**
1. 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.
- CLOSE THE EXECUTIVE SESSION, RECONVENE PUBLIC MEETING**
- H. POSSIBLE ACTION SUBSEQUENT TO EXECUTIVE SESSION
- I. 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)



To: Board of Commissioners
From: Andrew Calkins, Executive Director / CEO
Date: April 21, 2026
Re: Executive Director's Update

Staffing Updates

Jeremy Andrews will join the maintenance team on April 27th as a Maintenance Technician II. He brings a journey-level plumbing license, 16 years of plumbing experience, and an additional 8 years of maintenance and construction/remodel experience, making him a strong addition to the department. Recruitment for the Asset Manager position has closed, and applications are currently under review. In addition, hiring efforts are underway for Seasonal Groundskeepers in preparation for the upcoming season.

HUD Budget Proposed / HCV / PH Budgets Shortfall

On April 3rd, the Trump Administration released its budget proposal for FY 2027, which begins October 1, 2026. Overall, the budget proposal would reduce spending on HUD programs by 12.7% or \$10.7 billion. The reduction is mostly due to the elimination of funding for community development and other programs, including CDBG, HOME Investment Partnership Program, Choice Neighborhoods Initiative, Housing Opportunities for Persons with AIDS (HOPWA), and self-sufficiency programs, among others.

Funding for programs administered by PHAs, including Public Housing and Housing Choice Vouchers would see flat or slightly increased funding under the proposal. The proposal includes a 1.7% increase for Housing Choice Voucher renewals and a 4% increase for HCV Administrative Fees. NAHRO has preliminarily estimated that this level of voucher funding would result in a 94% voucher funding pro-ration based on today's program costs. Of note, the budget proposal includes language prohibiting PHAs from issuing new general purpose vouchers.

Program	FY 2026 Enacted	FY 2027 Industry Request	FY 2027 Admin Proposal
HCV Renewals	\$34.957 billion	\$37.871 billion	\$35.565 billion (+1.7%)
HCV Administration Fees	\$2.836 billion	\$3.7 billion	\$2.951 billion (+4%)
PH Operating Fund	\$4.687 billion	\$5.871 billion	\$5.377 billion (+14%)
PH Capital Fund	\$3.2 billion	\$7 billion	\$3.2 billion (+0%)

Proposed funding for the Public Housing program would be flat for the Capital Fund and would increase 14% for the Public Housing Operating Fund, relative to FY 2026 levels. House and Senate budget writers will begin their budget writing process over the coming months.



All Staff Training

On March 25th, all BWCHA staff convened for a de-escalation training administered by the Whatcom County Dispute Resolution Center. The training focused on conflict resolution principles with real world examples, which provided staff opportunities to share and learn from one another. Thank you to Lindsay Burmeister for organizing the training.

Departmental Strategic Initiatives

Attached is a list of departmental strategic initiatives that the BWCHA team will be focused on in 2026. Our strategic initiatives are meant to 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.

Community Connections

- On March 30th, leadership from the City of Bellingham's housing team, Northwest Regional Council, and Mercy Housing connected to discuss the need for resident and health services, and greater coordination across programs and agencies.
- At the Whatcom County Housing Advisory Committee's (WCHAC) meeting on February 12th there was a motion to create a work group to identify and document all available local funding options for affordable housing in Bellingham and Whatcom County. A first draft of this memo is attached, which was discussed at the April 9th WCHAC meeting. I am working with four other committee members to update this memo which will likely be forwarded to Whatcom County Councilmembers and the County Executive.
- On March 12th, the City of Bellingham housing staff convened a meeting of local affordable housing developers (rental and homeownership) to discuss the known housing pipeline, available funding, and opportunities for coordination and alignment. Tony Casale and myself attended, providing updates on the Unity Street Redevelopment and our plans to develop the King Mountain parcels in 2029/2030.

Attachments:

- NLIHC FY 2027 Appropriations Chart
- WCHAC Draft Memo re: Available Local Options for Affordable Housing Capital Funding in Whatcom County
- BWCHA Strategic Initiatives for 2026



Upcoming Events of Note for Board Members:

- Housing Washington Conference, Spokane, WA. October 20 – 22, 2026.
<https://www.housingwa.org/>.



FY27 Budget Chart for Selected Federal Housing Programs

April 6, 2026

HUD Programs <i>(set asides italicized)</i> <i>(In millions)</i>	FY26 Final	FY27 President	FY27 House	FY27 Senate	FY27 Final
Tenant Based Rental Assistance	38,439	38,846			
<i>Contract Renewals</i>	34,957	35,565			
<i>Tenant Protection Vouchers</i>	601	300			
<i>Administrative Fees</i>	2,836	2,951			
<i>Section 811 Mainstream Vouchers</i>	0	0			
<i>Veterans Affairs Supportive Hsg Vouchers</i>	15	0			
<i>Tribal Veterans Affairs Supportive Housing Vouchers</i>	10	10			
<i>Family Unification</i>	30	30 [^]			
<i>Housing Mobility Services</i>	0	0			
<i>Incremental Vouchers</i>	0	0			
Public Housing					
<i>Capital Fund</i>	3,200	3,200			
<i>Emergency/Disaster Grants</i>	30	30			
<i>Residential Health Hazards Grants</i>	50	0			
<i>Operating Fund[*]</i>	5,024	5,377			
Moving to Work	0	0			
Choice Neighborhoods Initiative	25	0			
Self-Sufficiency Programs					
<i>Family Self-Sufficiency</i>	156	0			
<i>Jobs-Plus Pilot</i>	10	0			
NAHASDA					
<i>Indian Housing Block Grant</i>	1,111	872			
<i>Competitive Grants</i>	125	0			
<i>Indian Community Development Block Grant</i>	100	5			
Native Haw. Hsg Block Grants	22.3	0			
Hsg. Opp. for Persons with AIDS	529	0			
Community Development Fund	6,995	0			
<i>Formula Grants</i>	3,300	0			
<i>Economic Development Initiative (earmarks)</i>	3,615	0			
<i>PRO-Housing Competition</i>	50	0			
HOME Investment Partnerships	1,250	0			
PRICE Competitive Grants	0	0			
Self-Help Homeownership Opportunity	12	0^{**}			
Homeless Assistance Grants	4,417	4,024			
<i>Emergency Solutions Grants</i>	290	4,024			
<i>Continuum of Care</i>	4,010	0			

HUD Programs <i>(set asides italicized)</i> <i>(In millions)</i>	FY26 Final	FY27 President	FY27 House	FY27 Senate	FY27 Final
Project-Based Rental Assistance	18,543	17,640			
Hsg. for the Elderly (202)	1,031	959			
<i>Service Coordinator</i>	<i>122</i>	<i>122</i>			
Hsg. for Persons w/Disabilities (811)	287	266			
Housing Counseling Assistance	57.5	0			
Policy Development & Research	122.5	63			
<i>Eviction Protection Grant Program</i>	<i>7.5</i>	<i>0</i>			
Fair Hsg. & Equal Opportunity	86.4	26			
<i>Fair Housing Initiatives Program</i>	<i>56</i>	<i>0</i>			
<i>Fair Housing Assistance Program</i>	<i>26.4</i>	<i>26</i>			
Healthy Homes & Lead Hazard	296	110			
USICH	3	0			

* The spending proposal includes funding provided through HUD's Operating formula, plus funding allocated for a need-based grant

^The President's FY27 budget request specifies \$30 million in FUP funding would be used for the Melania Trump Foster Youth to Independence Initiative, targeting vouchers specifically to people between 18-24 years old who are leaving or will soon leave foster care and are at risk of homelessness

** The President's FY27 budget request eliminates three separate programs, including the Self-Help Homeownership Opportunity (SHOP) program, and replaces them with a single \$16 million grant to Habitat for Humanity to fund activities including assisting low-income homebuyers willing to contribute sweat equity towards the construction of their houses, and increasing the capacity of local affiliates to promote affordable housing and community development.

MEMORANDUM

TO: Whatcom County Housing Advisory Committee

FROM: WCHAC Workgroup (Andrew Calkins, Samya Lutz, Paul Schissler, Ann Beck, Kerri Burnside)

DATED: March 27, 2026

RE: Available Local Options for Affordable Housing Capital Funding in Whatcom County

SUMMARY

On February 12, 2026 the Whatcom County Housing Advisory Committee (WCHAC) approved a motion to create a short-term workgroup to compile a list of local options that could be implemented (or already are) to fund affordable housing in Whatcom County. This memo summarizes available local funding options that could provide revenue to invest in affordable housing capital construction, rehabilitation, acquisition, or land banking. The memo is an attempt to provide objective information and does not consider the political or organizational feasibility of implementing any of the options.

AVAILABLE FUNDING OPTIONS

Washington law limits how cities and counties can create new revenue for affordable housing, and most options require either voter approval and/or political will. For Whatcom County and its cities, the major tools currently available in 2026 fall into a few primary categories.

Property Tax Options

Voters in Cities and in the County may approve property taxes to fund affordable housing construction:

1. Cities and the County may pursue a regular levy lid lift under RCW 84.55.050(1), which allows them to exceed statutory levy limits. Bellingham used this approach in 2012 and 2018 at \$0.12 per \$1,000 of assessed value. *Implemented by Bellingham.*
2. A second option is an additional property tax levy under RCW 84.52.105, up to \$0.50 per \$1,000 (Bellingham used \$0.24 in 2012 and 2018). Funders under this statute can be used to finance “affordable housing for very low-income households [50% of AMI], and affordable homeownership, owner-occupied home repair, and foreclosure prevention programs for low-income households [80% of AMI].” *Implemented by Bellingham in combination with RCW 84.55.050.*

In addition to specific levy lid lifts or housing levies, city and County general fund revenue generated via property taxes could also be used to fund affordable housing.

Sales Tax Options

Three housing sales taxes exist that can specifically be used to support affordable housing capital investments:

- 1. HB 1406 Local Option:** The RCW 82.14.540 tax (HB 1406) is a 20-year fixed revenue stream supporting housing for households up to 60% AMI (or 80% AMI for homeownership). This option captures a portion of the state's existing sales tax rather than increasing the local rate. *Implemented by Bellingham & Whatcom County.*
- 2. HB 1590 Local Option:** RCW 82.14.530 allows up to 0.1% additional sales tax, which may be council approved, for housing at or below 60% AMI. *Implemented by Bellingham & Whatcom County.*
- 3. County Rural Sales Tax for Economic Development:** RCW 82.14.370 allows rural counties to institute a sales tax credit against a portion of the state's existing sales tax to support economic development projects, including "affordable workforce housing facilities or infrastructure," including land acquisition. Funding can directly assist housing for up to 120% AMI. This source produces about \$9 million annually. *Implemented by Whatcom County.*

A city's or the County's general fund revenue generated via sales taxes could also be used to fund affordable housing. Revenues from these and other specific sales tax options could be used to issue bonds, bringing additional resources today while paying back the bonds over a longer period of time.

Real Estate Excise Tax (REET) Options

Cities and the County already collect REET 1 and REET 2, averaging about \$15 million per year locally. Up to 25% of REET 1 (an average of \$1.75 million per year) may be used for affordable housing, and REET 2 funds may only be used for affordable housing if a project is in a capital facilities plan. These can support capital projects related to affordable housing. Beneficiaries may include households up to 120% AMI or higher. *Implemented by Cities and Whatcom County, but not regularly used for affordable housing.*

In 2026, the legislature has considered, but did not approve, a new local option (known as "REET 4") which would have amended RCW 82.46.075 to allow cities and counties to add an additional 0.50% transfer fee to fund affordable housing (HB 1867, and HB 2442 prior to amendments). In Whatcom County, this could generate an average of \$15 million annually, based on REET 1 and 2 data from the County Treasurer's Office for 2019 through 2024.

County and City Bond Financing

Counties and cities also may undertake traditional capital bonding measures. Authorized under RCW 84.52.056, these require 60% voter approval and 40% turnout, similar to school district bonds. Bonded dollars could support housing serving a range of income levels. Bonds would be paid by general fund dollars (typically from sales and property taxes) or from a tax increase, such as those discussed above. Sales taxes could potentially be increased to support higher revenues to make payments on the bonds.

Public Agencies with Revenue Authority

In addition to Cities and Counties, several agencies possess independent bonding or taxing authority that could support affordable or workforce housing land banking, construction, acquisition, or rehabilitation. These include but are not limited to the Port of Bellingham, the Whatcom Conservation District, School Districts, Downtown Public Facilities District, and the Bellingham & Whatcom County Housing Authorities (no taxing authority).

Additional Options Implemented by Cities and Counties in Washington

- **King County: Lodging Taxes.** Under RCW 67.28.150 and RCW 67.28.160 cities and counties who implement hotel-motel taxes may use revenues to issue bonds to finance loans or grants for affordable housing within a half mile of a transit station.
- **Seattle: Jump Start Tax.** Seattle enacted a payroll expense tax in 2020 to generate significant, ongoing funding for affordable housing and related social services, particularly to support economic recovery and stability coming out of the pandemic.
- **Seattle: Social Housing Tax.** In 2025, Seattle voters approved a 5% employer-paid payroll tax on annual compensation over \$1 million, with revenue explicitly designated to fund the City's publicly owned social housing developer.

Strategic Initiatives - 2026

4/14/2026

In late 2025 and early 2026, the BWCHA leadership team began developing a set of strategic initiatives and focus areas for 2026. 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.

Department	Initiative	Status
Development:	Improve processes related to procurement, purchasing, and contract compliance, including review and update of BWCHA's Procurement Policy	In progress
	Complete a Rental Assistance Demonstration (RAD) analysis of WCHA properties, and identify options for preservation of other BWCHA assets	
	Map existing capital needs and remaining useful life for all public housing sites, then expand to the LIHTC portfolio	In progress
HR / Exec Services:	Implement Bi-Annual Agencywide Trainings	In progress
	Board of Commissioner Onboarding Enhancements	In progress
Finance / Accounting:	Implement banking services transition to Key Bank to reduce banking costs and improve efficiencies	In progress
	Improve write-off process, including examination of software solutions	In progress
	Policy Reviews: Update Budget and Variance policy	
Housing Programs / Housing Management	Improve file management and integrity	In progress
	Review and update account receivable and tenant payment agreement processes and policies	
	Execute RFP process for third-party property management for a portion of BWCHA's LIHTC portfolio	In progress
	Improve community building and resident supports at Public Housing sites	In progress
Information Technology:	Website redesign and branding update	RFP on deck
	Implement and test Customer Relationship Management (CRM) Tool for Varsity Village	
	Improve cyber security, including through network mapping and development of standard operating procedures	

Department	Initiative	Status
Maintenance & Grounds	Implement Mobile Work Order System	In progress
	Policy Review and Future Planning:	
	Establish a Maintenance/Grounds Plan to provide clarity in responsibility, expectations and to more proactively plan short, medium and long term maintenance activities	In progress
	Evaluate maintenance administrative positions and tasks to improve department efficiency and ensure ongoing compliance	In progress
Executive	Complete acquisition & preservation framework, with roadmap for next steps	In progress



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: Bellingham Housing Authority 2025 Financial Statements

SUMMARY

The Bellingham Housing Authority's 2025 financial statements are attached, along with a five-year comparison. The Balance Sheet shows an increase in net position from 2024 to 2025 of \$3,382,906, totaling \$103,104,892 at year-end.

BHA's 2025 financial statements reflect a number of recent changes and activities, including significant development activity, the shifting ownership structures of multiple Low-Income Housing Tax Credit (LIHTC) partnerships, consistent cash flow from existing properties, and rising program costs. 2025's financial statements include the final outstanding developer fees from the development of Samish Commons (\$408,000) received in 2025 and deposits of cash flow proceeds from the strong performance of BHA's tax credit portfolio in 2024 (\$2,464,895). They also include the purchase of two parcels of land at King Mountain for future development (\$709,000 in local funds) and the use of BHA funds to make a balloon payment on a loan at Meadow Wood II, a blended component unit property (\$658,653).

Over the past few years, BWCHA has also exited the investor of several LIHTC partnerships. In 2025, all revenues and expenditures of those "exited properties" are blended with BHA's financial statements, contributing to increased revenues and expenditures in many categories.

BALANCE SHEET STATEMENT ANALYSIS

Changes over 10%

Restricted Cash – tenant security deposits (Line 2) – The increase in restricted cash is primarily due to the blending of restricted cash from the exited properties.

Accounts receivable (net) – miscellaneous (Line 6) – The decrease in miscellaneous receivables is primarily due to the recording of HUD voucher funds received in the preceding two years. There are no expected additional HUD funds for 2025.

Short Term Lease Receivables (Line 8) – The increase in short term lease receivables is based on the yearly updated Government Accounting Standards Board (GASB) reporting requirements.

Prepaid expenses (Line 9) – The increase in prepaid expenses represents payments made for insurance and housing management software (Yardi) that will be allocated throughout 2026, as well as prepaid expenses at blended component unit properties.

Accrued Interest Receivable (Line 11) – The increase is based on the interest receivable balance changes from the component unit debts to BHA.

Predevelopment costs (Line 13) – The balance for 2025 reflects expenses paid for the Unity Street project, the Samish Commons Early Learning Center, and the acquisition of parcels at King Mountain for future affordable housing development. We expect these funds to be returned and are appropriately booked as non-current notes receivable.

Long term lease receivable (Line 14) – The increase is based on the lease recording calculations per GASB reporting requirements. These calculations are updated annually, considering any new long-term leases and expected renewal of the leases.

Investment in tax credit partnership (Line 15) – The reduction reflects the capitalization of the BHA office, which was transferred from Samish Way Senior Housing LLLP to BHA in 2025.

Deferred Outflows of Resources (Line 20) – The deferred outflows of resources – GASB 75 Other Post Employment Benefits (OPEB) – is calculated using a tool from the Department of Washington State Actuary. We enter the demographic information of our employees into this tool and book the results provided. Changes in these totals are again not an asset we can utilize, but a GASB requirement.

Accounts Payable (Line 21) – The increase of accounts payable is the result of timing differences between payments.

Tenant Security Deposits (Line 22) – The increase in tenant security deposits is directly related to the blending of the component unit properties.

Unearned Revenues (Line 23) – The decrease in unearned revenues ties to the reduction of unearned revenues from the blended component unit properties.

Accrued Liabilities - Other (Line 26) – The decrease is directly tied to the payments made for payroll benefits before the end of the year.

Current Portion of LT debt (Lines 27 and Line 28) – Current portion of long-term debt is primarily reduced by the balloon payment of the Wells Fargo loan for Meadow Wood II, a blended component unit, that was paid in 2025.

Net Pension Liability (Line 31) – The reduction of net pension liability is directly tied to the calculations made for our liability according to the actuarial study for the WA State Department of Retirement. Based on those calculations and the study, our net pension asset was increased, and the liability was reduced (see line 16).

Long-Term Lease Liability (Line 32) – Long-term lease liability was reduced based on the lease recording calculations based on the GASB reporting requirements. We have lease liabilities tied to leased vehicles

for maintenance and copy machines. As we have not renewed these leases in 2025, we expect the liability to rise again in 2026.

Other Post Employment Benefits (Line 33) – OPEB was reduced based on calculations of our liability from the Washington State Office of the State Actuary.

INCOME STATEMENT ANALYSIS

Changes over 10%

Tenant Rents (Line 1) – The increase in tenant rent is directly related to a full year of the investor exited properties, which are now blended. Walton I and Walton II were blended for all of 2025.

Other tenant charges (Line 2) – This category consists of late fees, laundry and vending fees, and damages. This income can fluctuate over time.

Nondwelling rental income (Line 3) – Nondwelling rental income was reduced by the lease calculations for lease receivables as well as calculated lease revenue based on GASB reporting requirements.

HUD voucher programs (Line 6) – The increase in the HUD voucher program grant is based on increased utilization and funding of BHA's voucher program in 2025. See the corresponding Housing Assistance Payments on line 17.

Other government grants (Line 7) – We did not have any other government grants in 2025.

Other revenue (Line 8) – Other income consists of miscellaneous income including management fees, ground fees, insurance proceeds, developer fees, and cash flow waterfall payments. The majority of this increase consists of cash flow waterfall payments we received from the 2024 calculations. A smaller portion of the additional revenue in this line is based on the full year of component unit other revenues.

Administrative (Line 9) – The increase in administrative costs directly relate to a full year of blended component unit costs.

Tenant service expense (Line 10) – The increase in tenant services contract costs are for lockout service fees. These fees hit the expense as they are paid, and we bill the tenants for these services. See the corresponding tenant receivables on line 4 on the balance sheet.

Utilities (Line 11) – The increase in utilities is directly the result of a full year of blended component unit costs in 2025.

Protective serves, insurance premiums (Lines 13 and 14) – The increases in protective services and insurance premiums are a direct result of a full year of blended component unit costs in 2025.

General Expenses (Line 15) – The decrease in general expenses is directly related to the blending of the component units Walton I and Walton II in the prior year (2024).

Bad debt (Line 16) – Bad debt can fluctuate year to year. We had less written off this year.

Depreciation (Line 18) – The increase in depreciation expense is a result of a full year of blended component unit depreciation as well as the depreciation of the Samish Office.

Fraud Recovery (Line 19) – Fraud recovery can change significantly between years, as it is based on BHA employees identifying fraud and charging it back.

Gain/Loss – asset disposition and special items (Line 21) – We did not have an investor exit any partnerships in 2025 and had no implementation of any new GASB reporting requirements that resulted in a gain/loss this year.

Commercial Lease Expenses (Line 24) – Calculations for the GASB reporting requirements for lease activities resulted in increased commercial expenses in 2025.

BELLINGHAM 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	10,721,834	11,997,659	13,568,110	9,563,435	15,175,159	16,127,289	952,129	6%
Restricted cash - tenant security deposits	2	169,864	179,443	182,139	257,916	310,413	354,061	43,648	14%
Restricted cash - others	3	8,525,457	7,298,175	4,987,121	1,603,956	1,720,477	1,641,882	(78,595)	-5%
Accounts receivable (net)								-	
Tenants	4	72,808	85,095	147,295	331,434	398,688	424,962	26,274	7%
Fraud recovery	5	66,229	66,229	2,825	2,825	2,825	2,825	0	0%
Miscellaneous	6	546,017	756,479	382,890	2,254,363	1,022,166	693,630	(328,536)	-32%
Current portion receivable								-	
Component units notes receivable	7	372,253	372,253	417,594	320,705	334,949	334,949	-	0%
Short Term Lease Receivable	8			185,685	200,631	204,337	228,688	24,351	12%
Prepaid expenses	9	130,110	146,388	209,578	235,643	287,206	619,829	332,623	116%
Inventories-materials	10	23,385	23,385	23,385	23,385	23,385	23,385	-	0%
Total Current Assets		20,627,957	20,925,106	20,106,622	14,794,293	19,479,605	20,451,501		
Non-Current Assets									
Accrued interest receivable	11	8,235,300	9,394,181	10,395,750	11,444,216	11,917,041	13,158,352	1,241,311	10%
Notes receivable								-	
Component units	12	81,401,370	83,693,937	84,399,115	85,895,433	74,649,715	74,294,123	(355,592)	0%
Predevelopment costs	13	19,219					1,141,219	1,141,219	100%
Long Term Lease Receivable	14			2,257,465	2,056,835	1,852,497	2,081,299	228,802	12%
Investment in tax credit partnership	15	882,468	882,661	3,483,888	5,753,099	6,256,376	375,902	(5,880,474)	-94%
Net Pension Asset	16		2,645,998	848,899	1,063,676	762,872	806,742	43,871	6%
Capital assets								-	
Non-depreciable	17	3,963,616	2,220,313	1,754,297	4,093,939	6,370,798	6,213,070	(157,728)	-2%
Net depreciable	18	18,453,097	17,373,766	16,241,472	28,449,117	39,156,320	42,503,800	3,347,480	9%
Total Non-Current Assets		112,955,070	116,210,856	119,380,886	138,756,315	140,965,619	140,574,508		
Total Assets		133,583,027	137,135,962	139,487,508	153,550,608	160,445,224	161,026,009		
Deferred Outflows of Resources									
GASB 68 Pensions	19	241,888	324,567	949,576	898,284	1,194,394	1,238,213	43,819	4%
GASB 75 OPEB	20	9,069	3,122	12,277	13,828	16,832	23,639	6,807	40%
Liabilities									
Current Liabilities									
Accounts payable	21	556,695	457,904	593,366	984,284	813,085	898,680	85,595	11%
Tenant security deposits	22	167,580	180,190	188,142	253,518	333,029	441,294	108,265	33%
Unearned revenues	23	206,424	160,269	216,837	239,319	275,287	171,122	(104,165)	-38%
Current portion of Lease Liability	24	0		20,017	32,676	34,022	32,124	(1,898)	-6%
Current portion of Compensated Absence	25					429,923	433,271	3,348	1%
Accrued liabilities - other	26	180,113	648,458	214,881	580,466	499,524	194,917	(304,607)	-61%
Current portion of LT debt								-	
Capital projects	27	45,357	46,730	48,185	314,851	1,111,944	347,491	(764,453)	-69%
Component units	28	386,899	420,483	434,681	353,729	355,078	108,856	(246,222)	-69%
Total Current Liabilities		1,543,068	1,914,034	1,716,109	2,758,843	3,851,892	2,627,756		
Non-Current Liabilities									
Accrued interest payable	29	667,763	908,490	890,215	818,966	1,043,340	1,014,620	(28,720)	-3%
Long Term compensated absences	30	263,877	315,785	394,483	435,096	312,987	316,780	3,792	1%
Net pension liability - GASB 68	31	926,846	252,485	487,315	458,853	308,043	192,490	(115,553)	-38%
Long term lease liability	32			75,445	76,750	42,729	10,605	(32,124)	-75%
Other post employment benefits	33	2,814,115	2,427,482	2,185,737	1,983,963	1,799,945	1,307,207	(492,738)	-27%
Bonds, notes, and loans payable								-	
Capital projects	34	1,663,910	1,626,355	1,583,315	10,397,461	23,150,890	22,319,340	(831,550)	-4%
Component units	35	45,681,344	44,287,519	43,870,394	38,486,639	29,098,862	28,995,875	(102,987)	0%
Total Non-Current Liabilities		52,017,855	49,818,116	49,486,904	52,657,728	55,756,796	54,156,916		
Total Liabilities		53,560,923	51,732,150	51,203,013	55,416,571	59,608,688	56,784,672		
Deferred Inflows - GASB 68 Pensions									
	36	349,658	2,820,904	925,685	687,214	374,280	281,175		
Deferred Inflows - Leases									
	37			2,410,409	2,184,059	1,951,495	2,117,122		
Total Net Position		79,923,403	82,910,597	85,910,254	96,174,876	99,721,987	103,104,892		

BELLINGHAM 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	2,354,791	2,476,469	2,594,132	2,842,814	5,784,736	7,038,815	1,254,079	22%
Other tenant charges	2	99,794	386,095	142,123	103,654	65,885	59,188	(6,697)	-10%
Nondwelling rental income	3	258,972	275,890	128,119	281,342	297,253	66,327	(230,926)	-78%
Lease revenue	4			200,847	226,350	232,564	245,015	12,451	5%
HUD PHA grants - PH Operating Subsidy	5	1,103,421	1,012,252	1,192,846	1,256,621	1,335,050	1,280,486	(54,564)	-4%
HUD voucher programs	6	19,575,261	18,398,213	21,206,736	24,691,277	26,951,076	29,908,507	2,957,431	11%
Other Government Grants	7	0		1,738,973	510,827	374,450		(374,450)	-100%
Other revenue	8	2,735,582	2,793,160	902,661	3,732,977	922,183	1,509,154	586,971	64%
Total Operating Revenue		26,127,821	25,342,079	28,106,437	33,645,862	35,963,197	40,107,493		
Operating Expenses									
Administrative	9	3,362,925	2,529,089	3,401,829	3,715,764	3,664,706	5,465,559	1,800,853	49%
Tenant services	10	72,363	29,488	85,754	68,929	25,355	58,992	33,636	133%
Utilities	11	524,910	665,132	781,776	858,211	1,107,584	1,221,089	113,505	10%
Maintenance & operation	12	2,278,616	2,129,386	2,233,306	2,789,163	3,449,344	3,231,506	(217,838)	-6%
Protective services	13	51,051	59,236	53,387	88,402	110,405	129,151	18,746	17%
Insurance premiums	14	118,292	131,779	156,136	242,594	396,875	460,950	64,075	16%
General expenses	15	149,984	222,830	221,680	403,391	975,183	381,169	(594,014)	-61%
Bad debt	16	66,773	174,442	70,051	77,841	139,499	98,548	(40,951)	-29%
Housing assistance payments	17	16,633,861	17,010,576	19,332,090	21,846,155	24,562,357	26,512,951	1,950,594	8%
Depreciation expense	18	1,267,122	1,228,165	1,208,178	1,232,463	2,239,142	2,820,738	581,596	26%
Total Operating Expenses		24,525,897	24,180,123	27,544,187	31,322,913	36,670,451	40,380,653		
Nonoperating Revenue (Expense)									
Fraud recovery	19	44,133	58,905	68,079	40,474	17,386	15,210	(2,176)	-13%
Interest Income	20	3,499,138	3,374,474	4,226,707	3,928,426	3,833,262	4,487,408	654,146	17%
Gain/Loss - asset disposition & special items	21	2,855,191	(64,193)		4,000,909	1,248,662		(1,248,662)	100%
Interest expense	22	(1,815,096)	(1,737,850)	(1,903,717)	(1,670,171)	(2,117,136)	(1,039,290)	1,077,846	-51%
Other non operating revenue/expense	23	99,000		(48,520)				-	
Commercial lease expenses	24	(78,969)	(81,435)	(78,537)	(76,629)	(50,365)	(89,961)	(39,596)	79%
Total Nonoperating Revenue (Expense)		4,603,397	1,549,901	2,264,012	6,223,009	2,931,809	3,373,367		
Income (Loss) Before Capital Contributions		6,205,321	2,711,856	2,826,262	8,545,958	2,224,556	3,100,207		
Capital Fund Grants	25	1,609,918	275,337	173,395	1,718,664	1,322,555	282,699		
Change in Net Position		7,815,239	2,987,193	2,999,657	10,264,622	3,547,111	3,382,906		
Net Position - Beginning of Year		72,108,165	79,923,404	82,910,597	85,910,254	96,174,876	99,721,987		
Change in Accounting Principle - Investor Exit									
Net Position - End of Year		79,923,404	82,910,597	85,910,254	96,174,876	99,721,987	103,104,892		

Operations Quarterly Report January 1, 2026 – March 31, 2026

Goals and Initiatives Progress

The Housing Programs and Maintenance departments' goals for 2026 are focused on 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.

Housing Choice Voucher (HCV) Program

- **Funding & Leasing**

- In 2026, BWCHA's leasing strategy will focus on resolving the current leasing shortfall by creating enough program capacity through attrition to transition households from the Emergency Housing Voucher (EHV) program to the Housing Choice Voucher (HCV) program. During this period, BWCHA will continue to suspend voucher selections, with only limited, targeted selections for specific voucher types.
- During the first quarter, program turnover remained below normal, resulting in consistently high utilization. Housing assistance expenses decreased slightly due to the limited attrition, effectively resolving the previously identified program shortfall. However, cost containment measures remain in place pending formal clearance from HUD. We anticipate meeting with HUD later in April.

- **Program Expansion**

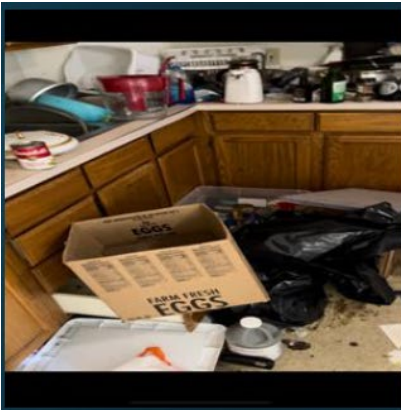
- In partnership with the local Department of Veterans Affairs, staff submitted an application in September for 10 additional Veterans Affairs Supportive Housing (VASH) vouchers. The award was approved in March, increasing BWCHA's total VASH allocation to 85 vouchers. Funding allocation is pending and is expected within the next few months.
- Staff applied for and received 19 additional Foster Youth to Independence (FYI) vouchers, expanding assistance for young adults exiting the foster care system. This award brings the agency's total FYI voucher allocation to 32.
- Staff submitted an application for additional HUD-VASH administrative funding. If awarded, these funds could be used to support initial lease-ups and household moves, including security deposits, application fees, and landlord lease renewal payments.

Public Housing and Affordable Housing Programs

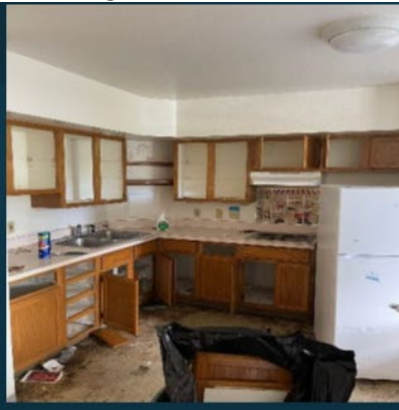
- **Funding & Leasing**
 - In 2026, BWCHA will prioritize maintaining high occupancy and minimizing unit turnover to support operational stability. With a 15% reduction in operating subsidy, staff will closely manage operating costs while continuing targeted investments in property improvements that preserve building systems and enhance resident livability.
 - During the first quarter, program turnover remained below normal, resulting in consistently high occupancy rates. However, the units vacated have experienced higher than average damage resulting in higher labor and material expenses.
- **Capital and Maintenance Projects**
 - Maintenance and Development continued to advance the following capital projects:
 - Highrise boiler replacements.
 - Highrise generator replacements.
 - Lincoln Square plumbing repairs.
 - Parking lot sealing and striping at family public housing properties.
 - Roof replacement at SeaMist (Blaine).
 - Electrical upgrades at Baycrest (Blaine).
 - Pressure washing at multiple properties.
 - In addition to addressing routine work orders and unit turnovers, the Maintenance team completed several facility enhancements, including installing televisions in community rooms at each high-rise, repairing the main entrance at Washington Square, installing new garden boxes at Lincoln and Washington Squares, and is actively working on tinting the Washington Square community room windows.

Unit Turn

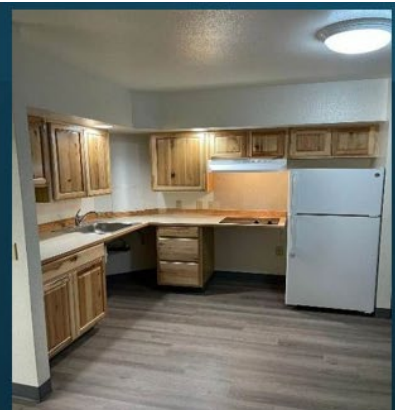
Before



During



After



All Housing Programs

- **Advancing Successful Partnerships**
 - Maintained monthly participation in the Washington HCV Managers meeting.
 - Continued engagement in monthly program meetings with Lydia Place, Opportunity Council, DCYF, and the VA.
 - Participated in bi-weekly and monthly Low-Income Housing Tax Credit (LIHTC) portfolio management meetings with Indigo.
 - Participated in permanent supportive housing meeting hosted by Whatcom County.
 - Hosted Congressman Larsen on a tour of Samish Commons and a discussion focused on program funding, community priorities and challenges, and the impacts of the Low-Income Housing Tax Credit program.
 - Established a joint eligibility meeting with Lydia Place and Indigo to coordinate, streamline and expedite occupancy in project-based voucher units set-aside for households exiting homelessness.

- **Program Integrity, Efficiency, and Stability.**
 - Released a request for proposals for property management services for a portion of BWCHA's Low-Income Housing Tax Credit (LIHTC) portfolio.
 - Housing Programs and Accounting staff collaborated to coordinate accounts receivable work, including developing procedures for collecting bad debt, and completing tenant repayment agreements.
 - Completed the 2025 LIHTC financial statement audit and financial performance review.
 - Completed training to assist with the development of annual maintenance plans.

- **Enhancing Customer Experience.**
 - Applied for preservation funds from the Washington State Department of Commerce's Housing Trust Fund. An award would be used to replace the roof, gutters and downspouts at River House.
 - Increased focus on building relationships with community partners like Lake Whatcom Treatment Center, to provide targeted support and improve resident safety and security.
 - Held monthly resident meetings at each high-rise and regular meetings at Varsity Village.
 - The 2026 annual preventative maintenance inspections began in January and are scheduled to be completed in November. These inspections focus on health, safety, and housekeeping standards.

Key Performance Indicators

Audits/Reviews				
Program Reviewed	Date	Auditor/Reviewer	Type of Review	Status/Score
Public Housing – Highrises	1/7/2026	HUD	NSPIRE	87/100
Public Housing - County	TBD	HUD	NSPIRE	

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	99.16%				99.16%
AMP 15	100%				100%
WCHA	100%				100%

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	97%				
% of Funding	96%				
Per Unit HAP Expense	\$1,148.93				

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	100.4%				
% of Funding	115.9%				
Per Unit HAP Expense	\$986.04				

Interims Completed – HCV and Public Housing												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FY 2025	112	180	134	114	104	147	163	78	127	84	92	74
FY 2026	92	247	97									

Unit Turnover Time			
	Public Housing – City YTD	Public Housing - County YTD	Affordable YTD
Total number of turnaround days	261	0	100
Total number of vacant units turned and leased	10	0	5
Average unit turnaround days	26	0	20

Work Order Response					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual
Total number of routine work orders	649				
Total number of emergency work orders	56				
Average days to complete work order	5.39				

Income Targeting						
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 2026
Housing Choice Voucher	75%	93.3%				
Public Housing	40%	100%				

Housing Authority of the City of Bellingham and Whatcom County Housing Authority Development Report April 2026

New Construction

Closeout

None

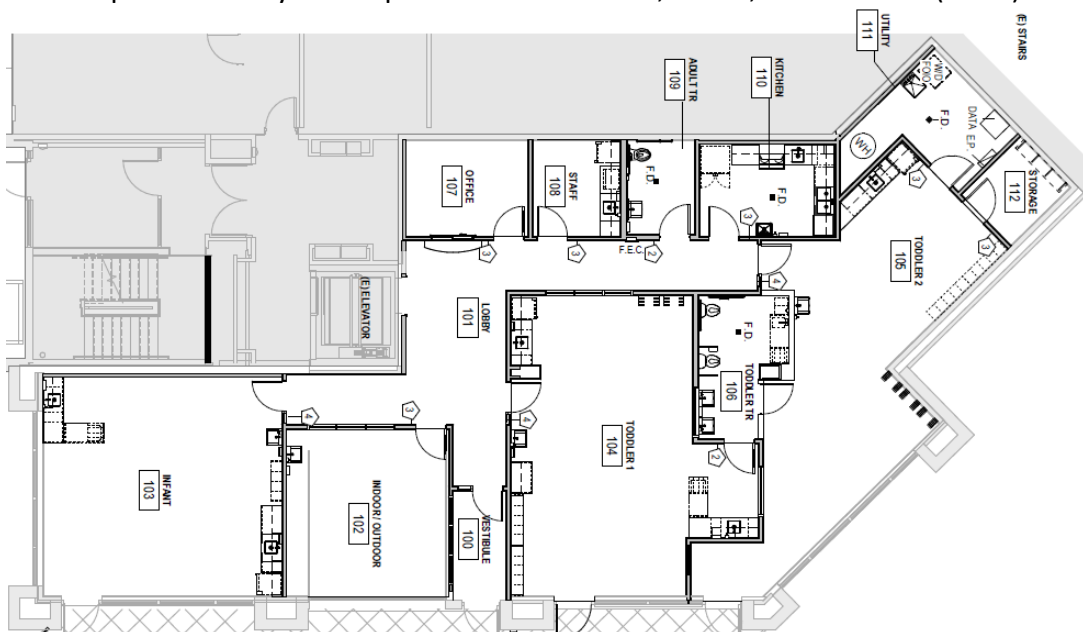
Underway

Samish Commons Early Learning Center – 40 combined childcare slots for infants and toddlers
Approximate project cost: \$1,800,000

On April 14th, the Whatcom County Council officially authorized an award of \$851,530 from the Healthy Children’s Fund to cover construction costs associated with this important project. This is the second award from the county and adds to their original commitment of \$1,093,637 from the Community Priorities Fund. The BWCHA team is very thankful to the county for their generous support.

BWCHA is partnering with Mountain View Early Learning Center for the operation of this facility, and we anticipate programming will begin early 2027. The site will create 40 new childcare opportunities for infants and toddlers through a combination of full-time and part-time slots, a majority of which will be set aside for children from low-income families.

All permitting documents were submitted to the city on March 31st, and procurement for a general contractor is scheduled to begin in May but may be delayed while we align with a new facility planning review process implemented by the Department of Children, Youth, and Families (DCYF).



Seeking Funding

Unity Street Redevelopment (Ubuntu) – 64 units of rent restricted Tax Credit housing in Bellingham Approximate project cost: \$29,200,00

The redevelopment of BWCHA’s property located at 202 Unity Street will consist of approximately 64 apartments set-aside for households with income ranging between 30-60% of the Area Median Income. The project has been approved for \$6,148,634 from the City of Bellingham, \$6,000,000 from Washington State, and \$1,000,000 from Whatcom County.

Predevelopment and design continue at full speed as we target October 2026 for financial closing and start of construction. This project will leverage equity from the 4% Low-Income Housing Tax Credit program, and debt from the sale of tax-exempt Private-Activity Bonds. Over the course of February-March we solicited proposals from interested lenders and investors. The Beacon Development Group is acting as the housing authority’s development consultant on this project.



Feasibility/Scope Development

Village at King Mountain – Approximately 110 units of rent restricted Tax Credit housing in Bellingham Approximate project cost: TBD

This project is in early predevelopment and additional details will be shared once available.

Major Capital Needs & Improvements

Closeout

None

Underway

Affordable Housing Condition Assessments (select properties) – Five properties with 215 total rent restricted Tax Credit units in Bellingham

Approximate project cost: \$330,000

Comprehensive physical and capital needs assessments are being conducted at Laurel Village Apartments, Meadow Wood Townhomes (both phases), and Walton Place Apartments (both phases). The purpose of these assessments is to develop thorough understanding of building components and systems that need replacement or modernization. Initial assessments based on observations and interviews have been completed, and we are now engaging consultants to complete comprehensive investigation of systems/components with known deficiencies so that a scope of work can be developed. A refinancing and packaging strategy will be devised after establishing a better understanding of capital project costs.

Baycrest Homes Electrical Upgrades – 17 units of Public Housing for families in Blaine

Approximate project cost: \$250,000

Interior wiring at Baycrest Homes will benefit from modernization so that outlets are grounded and fault interrupters can be installed where required by code and/or HUD inspection standards. One residential unit was upgraded in 2024 when significant rehabilitation was completed, and we recently procured work for the remainder of units. The development and operations teams are now reviewing proposals against funds available through the Capital Fund grant program to determine timing for the project. The property is also served by three underground high-voltage feeder lines, one of which failed in November 2025 because of interference from tree roots. Our plan is to add exterior electrical improvements to the existing scope of work if funding can support it.

BHA Family Properties Sealing & Striping – Five properties with 108 Public Housing units in Bellingham

Approximate project cost: \$38,000

To extend the life of driveways and parking lots, the best practice is to seal coat pavement every 5-6 years. An asphalt overlay was completed in 2020 at most of these sites, so they are due for sealing and restriping. The housing authority has contracted with Huizinga Enterprises to complete this work, and it will be scheduled as weather allows.

Creekside Apartments Flood Repair – 20 rent restricted Tax Credit units in Sumas

Approximate project cost: \$825,000

Creekside Apartments was impacted by flooding in December 2025 requiring repairs throughout the first floor of each unit. The scope of work includes removal of equipment and materials exposed to flood water, treatment against microbial growth, and unit restoration. The housing authority has contracted with Cotton Commercial USA to complete this work which is scheduled to commence May 4th. Kate

Donnelly and the Operations team are managing many aspects of this project in tandem with Indigo Real Estate Services, the Development team is providing support throughout the process.

High-rise Boiler Plant Modernization – Three properties with 396 units of Public Housing for seniors and people living with a disability in Bellingham

Approximate project cost: \$1,800,000

All three high-rise buildings use boiler systems for hydronic heat and domestic hot water. Components of the current systems are at/near the end of their useful life and because of the specialized nature of the equipment it is becoming increasingly difficult to locate replacement parts. The maintenance and development teams have worked closely with third-party architects and engineers to prepare technical specifications, scope of work, and drawings necessary for wholesale replacement of the boiler plants. The housing authority has contracted with the Harris Company to complete this work which is scheduled to begin in May.

High-rise Standby Generator Replacement – Three properties with 396 units of Public Housing for seniors and people living with a disability in Bellingham

Approximate project cost: \$200,000

Standby emergency generators at each high-rise building were installed in/around 1985 and are approaching the end of their anticipated life cycle. In June 2025, the housing authority executed a contract with Elite Electrical Contractors for this work, but the manufacturer’s production timeline has been extended once again, this time to July 2026. The current generators remain fully operational.

Lincoln Square Substructure Plumbing Replacement– 198 units of Public Housing for seniors and persons living with disabilities in Bellingham

Approximate project cost: TBD

The primary waste lines beneath Lincoln Square are at/near the end of their useful life and the maintenance team has completed emergency repairs in localized areas. Only a portion of the infrastructure under the building is currently accessible, and we are in the early stages of addressing existing deficiencies, assessing conditions throughout the broader system, and identifying long-term solutions which may require excavation. Due to the complexity of this project, general contractor procurement is being approached through a Request for Proposal so that they can join the design team and provide early input on constructability issues and coordination. Proposals are due April 21st.

Sea Mist Townhouses Roof Replacement – 12 units of Public Housing for families in Blaine

Approximate project cost: \$140,000

The shingle roofs at Sea Mist Townhouses are at the end of their useful life so replacement is underway. A contract was awarded to Mt. Baker Roofing for full replacement including gutters and downspouts, with sheathing added as needed. Work began on April 6th and will progress over multiple weeks as weather allows.

Sumas Square Renovation & Flood Mitigation – 11 units of rent restricted housing for seniors in Sumas

Approximate project cost: \$3,700,000

The property incurred significant damage from flooding in 2021 and remains vacant. The Washington State Department of Commerce awarded \$2,800,000 in funding from the Community Development

Block Grant – Disaster Recovery program (CDBG-DR), and these funds will be combined with \$957,531 in FEMA disaster assistance to cover all expenses related to flood restoration, mitigation, and improvements.

The housing authority has contracted with SMR Architects for design work which is currently underway. As a component of this project, the building will be elevated more than 3.5', which is 12" higher than code requires. In addition to flood repairs, the scope of work also includes multiple improvements to the building envelope, and incorporation of air conditioning along with solar panels. A general contractor will be procured later this year.

WCHA Public Housing Pressure Washing – Four properties with 63 Public Housing units in Whatcom County (outside of Bellingham)

Approximate project cost: \$29,000

To extend the life of building materials and improve aesthetics, we are currently procuring a contractor to pressure wash all building facades, roofs, gutters, and exterior components (e.g. sidewalks, dumpster enclosures, etc.)

Seeking Funding

River House Roof Replacement – 50 units of rent restricted Tax Credit housing for seniors in Lynden

Approximate project cost: \$1,300,000

Kate Donnelly and Andrew Calkins recently applied for funding through the Washington State Department of Commerce's Housing Preservation Program to replace the roof at River House apartments. River House has a hybrid style roof consisting of both a TPO membrane on the flat portion and composite shingles on the surrounding mansard. Funding awards are expected around June 8th.

Feasibility/Scope Development

Hillside Homes Attic Envelope Assessment – 24 units of Public Housing for families in Blaine

Approximate project cost: TBD

A Request for Qualifications for an on-call envelope and building systems consultant was released on March 24th with a due date of April 15th.

Hillside Homes Roof Replacement – 24 units of Public Housing for families in Blaine

Approximate project cost: TBD

A Request for Qualifications for an on-call envelope and building systems consultant was released on March 24th with a due date of April 15th.

Sea Mist Townhouses Ventilation Improvements - 12 units of Public Housing for families in Blaine

Approximate project cost: TBD

A Request for Qualifications for an on-call envelope and building systems consultant was released on March 24th with a due date of April 15th.



**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

DATE: April 21, 2026

SUBJECT: Construction Project Manager Classification

SUMMARY

Following continued organizational growth and an increasing volume and complexity of capital development, rehabilitation, and maintenance projects, staff have identified the need to establish a dedicated Construction Project Manager position. This role will strengthen BWCHA's capacity to effectively oversee construction activities, ensure regulatory compliance, manage project budgets and timelines, and support long-term asset preservation.

Staff are requesting approval of a new exempt classification of Construction Project Manager and authorization to recruit for the position. The proposed job description (attached) outlines the scope of responsibilities, required qualifications, and key competencies necessary to support the agency's expanding development and capital improvement portfolio.

The following resolution was brought before the Board of Commissioners of the Housing Authority of the City of Bellingham ("BHA") for consideration:

APPROVE JOB DESCRIPTION FOR NEW EXEMPT CLASSIFICATION OF CONSTRUCTION PROJECT MANAGER AND AUTHORIZE MANAGEMENT STAFF TO RECRUIT FOR AND FILL THE POSITION

WHEREAS, the management staff of the Housing Authority of the City of Bellingham request authorization to establish a new exempt classification of Construction Project Manager in order to support the planning, development, and delivery of capital construction and rehabilitation projects; and

WHEREAS, the Housing Authority has an increasing portfolio of capital improvement, redevelopment, and new construction projects that require dedicated professional oversight to ensure projects are completed on time, within budget, and in compliance with applicable federal, state, and local regulations; and

WHEREAS, the addition of a Construction Project Manager position will enhance organizational capacity in project management, contractor oversight, procurement compliance, and risk mitigation, while reducing reliance on external consultants and improving project outcomes; and

WHEREAS, the job description for the Construction Project Manager classification has been completed, attached hereto, and incorporated herein as **Exhibit A**;

WHEREAS, the proposed wage for the Construction Project Manager classification has been completed, attached hereto, and incorporated herein as **Exhibit B**;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Bellingham that the Construction Project Manager job description is hereby approved; and

BE IT FURTHER RESOLVED that management staff is authorized to recruit for, hire, and fill the Construction Project Manager position in accordance with Housing Authority policies and applicable laws.

DATED this 21 day of April, 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

2841

BELLINGHAM WHATCOM COUNTY HOUSING AUTHORITIES

JOB DESCRIPTION

JOB TITLE:	Construction Project Manager	SALARY, EXEMPT NON-REPRESENTED
DEPARTMENT:	Development	
REPORTS TO:	Director of Development	
SUPERVISES:	N/A	

POSITION OVERVIEW:

Reporting to the Director of Development, the Construction Project Manager is responsible for planning, coordinating, and overseeing capital improvement, modernization, and development projects. This role ensures that all construction activities comply with HUD and/or LIHTC requirements, local and state regulations, project budgets, schedules, and BWCHA goals.

Responsibilities span a wide range of affordable housing development activities, including scope development, document preparation, procurement, construction project management, and serving as the primary representative during design and construction protecting BWCHA interests and ensuring high-quality, cost-effective project delivery that strengthens the affordable housing community.

This position requires extensive construction and development experience, sound judgment in both office and field settings, and the ability to work independently as well as collaboratively. The Construction Project Manager exercises considerable judgment in planning, developing, and managing projects ranging from small improvements to large rehabilitation or construction efforts. The role oversees project budgets and schedules, ensures compliance with contract terms, and supports the overall efforts of the Development Department.

ESSENTIAL JOB FUNCTIONS:

1. Project Planning & Coordination
 - Identifies and catalogues capital needs, identifies needed repairs, and recommended plans.
 - Develops project scope, budget, schedules, and deliverables
 - Coordinates pre-construction activities including feasibility studies, environmental reviews, and resident impact planning.
 - Lead procurement of architects, engineers, and contractors in compliance with HUD and BWCHA policies.
 - Prepares and coordinates construction contracts, bid forms, bid specifications, pre-construction conference materials, bid opening support and program reporting.
 - Identify and prepare applications for public funding, including project scopes, budgets, schedules, and required technical documents.
2. Design Oversight
 - Reviews architectural and engineering designs for constructability, compliance, cost efficiency, and accessibility (ADA/504/UFAS).
 - Facilitates design meetings and ensures stakeholder input is incorporated.
3. Construction Management
 - Serves as BWCHA's primary on-site representative to monitor construction progress, quality, and compliance.
 - Conducts regular site inspections and prepares progress reports.
 - Manages RFIs, submittals, change orders, and pay applications.
 - Tracks project budgets, spending, and cash flow.
 - Enforces contract terms and ensures contractor performance aligns with project requirements.
4. Regulatory & HUD Compliance
 - Ensures adherence to HUD regulations, Davis-Bacon wage requirements, Section 3, procurement rules, and environmental standards.

- Maintains required construction, financial, and procurement documentation.
5. Communication & Stakeholder Engagement
 - Provides regular project updates to BWCHA leadership, residents, and external partners.
 - Coordinates with property management, maintenance, relocation teams, and community stakeholders.
 - Provides procurement related technical assistance and quality assurance to BWCHA staff, vendors, and other stakeholders.
 - Provides senior level knowledge and assistance with construction and development to organizational staff.
 - Coaches staff in the development and implementation of work plans and/or initiatives to support BWCHA's strategic business plan.
 6. Project Closeout
 - Oversees final inspections, punch lists, commissioning, and project turnover.
 - Ensures delivery of warranties, O&M manuals, and as-built documentation.
 - Supports long-term transition to property operations and maintenance.
 7. Assists the Director of Development with other assigned development or procurement activities that advance the agency's mission.

WORKING CONDITIONS AND EQUIPMENT USED:

This position functions both in an office environment and in the field at housing locations, community organizations and construction sites. Incumbents must be able to effectively utilize computers and related software, computer printers, adding machine, photocopier, telephone system (multiple line), and fax.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

QUALIFICATIONS:

- Proficient understanding and ability to complete construction contract management and budget monitoring.
- Ability to organize and establish priorities for assigned projects and duties with minimal supervision.
- Ability to establish and maintain positive working relationships with a variety of public and private entities including employees, clients, and community members.
- Ability to communicate well with groups and individuals, both orally and in writing.
- Ability to work both indoors and outdoors, sometimes in inclement weather, on active construction sites. Tolerance for exposure to dust, fumes, noise, chemicals, and temperature variations common on construction projects.
- Ability to wear required personal protective equipment (PPE), including hard hats, safety glasses, reflective vests, gloves and sometimes respirators.
- Extensive knowledge of development, construction and contracting procedures, policies, and regulations (including federal and state contract law).
- Familiarity with HUD regulations, Davis-Bacon, Section 3, and federal procurement rules.
- Knowledge of public and private financing options including HUD Public Housing, CDBG, HOME, Washington State Housing Trust Fund, Low Income Housing Tax Credits, Rural

Development, bond issues, non-market resources, and Federal Home Loan Bank's Affordable Housing Program.

- Strong communication, negotiation, and documentation skills.
- Ability to work effectively in occupied housing environments and community settings.
- Ability to maintain composure in stressful situations.
- Demonstrated analytical and problem-solving skills.
- Ability to read, interpret and apply complex rules, policies, and regulations.
- Proficiency with Microsoft Office suite of programs.
- Ability to multitask and perform high volumes of detailed work with speed and accuracy.

Education and Experience

Education:

- Four-year degree from an accredited college in Construction Management, engineering, architecture or related field. Any combination of education and experience that evidences the ability to perform the duties of the position may be substituted.

Experience:

- Five years of construction or project management experience, preferably involving occupied multifamily housing.
- Three years of experience with government housing programs, affordable housing development, planning, real estate development or program management is desired.
- Proficient in computer and information technology with at least three years of project management skills in Excel and other data resources required in the field of construction and development management.

Licenses or Certificates

- Must possess a valid Washington State Motor Vehicle Operator's License and an acceptable driving record (according to BHA standards).

OTHER REQUIREMENTS:

Physical

Ability to move about construction sites, including uneven terrain, mud, gravel, stairs, and scaffolding. Ability to climb ladders and access roofs, crawl spaces, mechanical rooms, and other tight or elevated areas. Ability to stand and walk for extended periods. Ability to stoop, perform repetitive activities and sit in an office environment for prolonged periods of time. Ability to drive from place to place and navigate construction sites during all phases of construction.

Mental

Ability to analyze development and construction activity to ensure maximum efficiencies, goals and timelines are achieved. Must be capable of resolving complex operating problems, supervising and leading employees and able to work effectively with others, including the general public and government agencies.

The statements contained herein reflect general details as necessary to describe the principal functions

of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

RECEIPT AND ACKNOWLEDGMENT

I have received a copy of the Construction Project Manager job description dated _____ . I have read this job description and understand it. I acknowledge that this document will be placed in my personnel file, and I will retain a copy of this form for my records.

Printed Name

Date

Signature



**BELLINGHAM
WHATCOM COUNTY
HOUSING AUTHORITIES**

**EXHIBIT D
SALARY SCHEDULE FOR EXEMPT EMPLOYEES**

Effective March 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
Asset 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
Construction Project Manager	16	\$91,802	\$120,886	\$7,650.16	\$7,917.92	\$8,195.05	\$8,481.87	\$8,778.74	\$9,086.00	\$9,404.01	\$9,733.15	\$10,073.81
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



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.

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,
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.