



Housing Authority of the City of Bellingham

Notice of Regular Board Meeting
Bellingham Housing Authority Board of Commissioners
June 16, 2026

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

Time: 1:02pm

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. Development Report (Tony Casale, 30 minutes)
 - 3. Bi-annual IT Report (Chris Longwell, 10 minutes)
- D. DISCUSSION / ACTION ITEMS
 - 1. Approve issuance of the BHA's revolving line of credit revenue note, 2026 (Taxable) and revolving line of credit revenue note, 2026 (Tax-Exempt) in the combined principal amount of not to exceed \$20,000,000 at any one time outstanding
Approve Resolution 2842 (Andrew Calkins, 10 minutes)
 - 2. Authorize the acquisition of the Sehome Court property; ratify the negotiation and execution of a purchase and sale agreement for the acquisition of such property; authorize the execution and delivery of property transfer documents and other instruments
Approve Resolution 2843 (Tony Casale, 10 minutes)
- E. CONSENT ITEMS
 - 1. Motion: Approve Cash Disbursements/Vouchers for the months of May 2026
 - 2. Motion: Approve Minutes for the month of May 2026 Regular Board meeting
- F. NEW BUSINESS – COMMISSIONER REPORTS
- G. ADJOURNMENT

The Bellingham Whatcom County Housing Authority Board of Commissioners will meet electronically on Tuesday, June 16, 2026. Board Members and the public can attend this meeting via zoom or in person at the BWCHA Board Room located at 321 N. Samish Way.

Public Comments are accepted in-person, virtually, or in writing. Those who wish to provide written public comment: please send direct e-mail to publiccomment@bellinghamhousing.org no later than 5pm on the day prior to the meeting.

Meeting Information

Webinar ID: 868 2734 6793

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

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

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



Bellingham & Whatcom County Housing Authorities

To: Board of Commissioners
From: Andrew Calkins, Executive Director / CEO
Date: June 16, 2026
Re: Executive Director's Update

Staffing Updates

On June 1st, we welcomed Myrriah Train to the BHA team in the position of Asset Manager. Myrriah brings significant experience working with BWCHA and our properties and will be leveraging that to support our oversight of our low-income housing tax credit portfolio. Recruitment continues for the Construction Project Manager position, as we are currently in the application review process. Interviews have been scheduled for the Affordable Housing Program Manager position, for which we received a number of highly qualified applicants. Additionally, hiring efforts are underway for a Part Time IT Specialist I and Grounds Technician I. We continue to recruit for Seasonal Groundskeepers in preparation for the upcoming season.

FY 2027 Budget – House Version Passes Appropriations Committee

The House Appropriations Committee approved its version of the FY 2027 HUD budget, which included a 10% decrease in funding for HUD programs. Of particular note, the budget proposes \$1.251 billion less for the Public Housing program than FY 2026 enacted budget, which will further strain this long underfunded program. The House proposes a slight increase for Housing Choice Voucher HAP renewals, but NAHRO has estimated this will result in a 94% proration based on current leasing levels and program costs. The Senate has yet to release a proposal.

HCV Shortfall Status Removed

On May 26th, HUD informed BWCHA that it was not at risk of a funding shortfall in 2026 and that we are no longer required to adhere to the cost saving measures developed with the Shortfall Prevention Team (to address 2025's shortfall). This long-awaited news will provide substantially more flexibility for BWCHA in how we operate the program for the remainder of this year.

EDI Board Recommendations on Housing Allocations

During the May 26, 2026 meeting, Whatcom County Council discussed funding allocations for the Economic Development Investment (EDI) program for the upcoming 2026–27 funding cycle. The Executive's Office had proposed a funding framework that reduced the share of EDI resources dedicated to affordable housing compared to 2025 levels and below the amounts recommended by the EDI Board at its May 5 meeting. Following discussion, the County Council approved a motion establishing a target allocation range of \$1.0 million to \$1.7 million for affordable housing and \$2.3 million to \$3.0 million for infrastructure projects.



Community Connections

- The Whatcom County Coalition on Ending Homelessness' Steering Committee met on June 1st and we were joined by Whatcom County Councilmembers Scanlon, Boyle, and Rienstra. We discussed the County's work on housing and homelessness issues and areas where additional input from the public could be productive. The full WCCEH met on June 4th and heard from Bellingham Councilmember Cotton on a proposal for mobile dwelling units (MDU) that will likely be introduced in the coming months.
- I met with Whatcom County Councilmember Elizabeth Boyle on May 22nd to introduce BWCHA's work, provide a short tour of Samish Commons, and discuss opportunities for the County to further support affordable housing.
- The Whatcom County Housing Advisory Committee and Bellingham Community Development Advisory Committee will both meet on Thursday June 11th.
- One June 9th, I attended a Community Forum in Bellingham hosted by the Washington Housing Alliance Education Network (formerly the Washington Low Income Housing Alliance) where community members provided feedback on priorities for 2027's legislative session.

Attachments:

- Finalized WCHAC Subcommittee Memorandum on "Available Local Options for Capital Funding for Affordable Homes in Whatcom County," June 4, 2026.

MEMORANDUM

TO: Whatcom County Housing Advisory Committee

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

DATED: June 4, 2026

RE: Available Local Options for Capital Funding for Affordable Homes 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 funding 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. While the memo provides recommended next steps, it 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 creating affordable homes, and most options require 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 programs including construction, using general levy authority or dedicated housing levy authority:

1. Cities and the County may pursue a general levy lid lift under RCW 84.55.050(1), which allows them to exceed statutory levy limits. Funds raised under this authority are flexible and may serve households with incomes below and above 80% of area median income (AMI). Bellingham used this approach in 2012 and 2018 at \$0.12 per \$1,000 of assessed value. *Implemented by Bellingham as part of the Bellingham Home Fund in 2012 and 2018.*
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). Funding 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 as part of the Bellingham Home Fund in 2012 and 2018.*

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. Whatcom County currently receives approximately \$0.6 million annually from this resource,¹ with a large percentage set-aside for housing-related services. *Implemented by Whatcom County (inclusive of Bellingham).*
- 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. Bellingham currently receives approximately \$3 million annually from this resource, with up to 40% available set-aside for housing-related services. Whatcom County currently receives approximately \$2.78 million annually from this resource for the balance of the County outside Bellingham, with up to 40% available set-aside for housing-related services. *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. In 2026, this source is expected to produce about \$6.6 million annually in new sales tax revenues, plus \$0.9 million from loan repayments and interest earnings on the fund balance.² *Implemented by Whatcom County.*

Additional considerations related to the EDI program:

- **HAFTW:** Using EDI funds, in 2011 Whatcom County previously created the Homes Affordable for the Workforce Program (HAFTW) to pay for government-imposed impact fees and utility connection fees tied to public infrastructure (including water/sewer/storm drainage utility connection fees, traffic impact, park impact, school impact and fire impact fees) that can pose barriers to affordable housing development. The initial EDI allocation for HAFTW in 2011 was \$1,225,000 and resulted in over \$18,000,000 in taxable real estate value in 80 homes affordable for homebuyers with incomes at or below 80% AMI. After the initial program exceeded expectations, the County established the HATWF

¹ [Whatcom County 5-Year Homeless Housing Plan, 2026-2030.](#)

² [Economic Development Investment \(EDI\) Board Packet for May 6, 2025.](#) EDI Fund (3242) — Multi-Year Sources and Uses

program as an ongoing, revolving loan fund and recapitalized the fund with \$500,000 three times. This year, an additional \$250,000 of EDI funds is proposed to be set aside for this revolving program.

- **Workforce Housing – Infrastructure Allocations:** With the legislature broadening the allowable uses of EDI funds in 2024, Whatcom County stakeholders have grappled with the right amount of resources to make competitively available for affordable workforce housing infrastructure or facilities versus traditional economic development infrastructure projects, as well as the definition of workforce housing.

In May 2026, the Whatcom County Council approved a motion setting aside between \$1.0 million to \$1.7 million for affordable housing and between \$2.3 million to \$3.0 million for infrastructure during the 2026-27 funding round. For affordable housing developers, stability and predictability of this revenue source will be a key consideration when considering whether to move forward with projects, particularly outside of Bellingham where less public funding is available.

- **Capital Construction Bonds for Workforce Housing:** Whatcom County Code Chapter 2.130.030 states that, “the county may issue bonds in an amount that will be based on the estimated annual tax collections.” For example, \$15,000,000 would be available if the County pledged \$1,000,000 of annual EDI revenue for the next 20 years.

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 REET 2 data from the County Treasurer’s Office for 2019 through 2025.

General Fund Revenues

In addition to specific property tax levy lid lifts or housing levies, city and county general fund revenues generated from property and sales taxes could also be used to fund affordable housing as part of regular budgeting processes. Other priorities compete for general fund revenues from

sources such as sales and use taxes, utility taxes, business and occupation taxes, and property taxes. Revenues from these and other sources could be used to issue bonds, creating additional resources immediately while paying back the bonds over a longer period of time.

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. EDI revenues could be pledged to pay for a bond measure (see note above under County Rural Sales Taxes for Economic Development.)

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 (or Considered by Washington Legislature)

In developing this memo, the WCHAC workgroup and broader committee membership mentioned additional unique avenues that other jurisdictions have pursued, or the Washington State Legislature has considered, to fund affordable housing. These include:

- **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.** 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 Payroll 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.
- **Commercial Vacancy Taxes.** Taxes on vacant commercial spaces are also a measure that has been mentioned locally and could be considered at the state level. A portion of revenue could be used for affordable housing.

- **Short-Term Rental Taxes/Fees.** Washington’s Legislature has recently considered measures (Such as HB 2559 in 2026) to allow some jurisdictions to tax short-term rentals and dedicate revenue to affordable housing. Future legislative action could open up this avenue for Whatcom County.

DRAFT RECOMMENDATIONS FOR NEXT STEPS FROM WCHAC

The Whatcom County Housing Advisory Committee recommends that Whatcom County Council and the Executive work together to consider the following:

1. **Establish Multi-Year Certainty for EDI-Funded Workforce Housing:** The availability of future resources available for affordable housing is critical for housing providers working to plan projects, which can take multiple years to assemble a complete financing stack for. **WCHAC recommends that Whatcom County adopt a multi-year (e.g., five-year) funding framework for EDI allocations to affordable housing.**

This work would include defining a clear and consistent share of EDI resources dedicated to housing to improve predictability.

2. **Whatcom County staff should also continue to coordinate** with known affordable housing developers to identify and maintain a pipeline of projects that can leverage external funding sources, including 9% Low-Income Housing Tax Credits, 4% Low-Income Housing Tax Credits, New Markets Tax Credits, and all available state and federal programs that support homeownership and affordable homes for rent.
3. **Advance Exploration of a new Countywide Housing Resource:** Whatcom County should revisit the recommendations made in 2008 by the Countywide Housing Affordable Task Force (CHAT) to assess feasibility of a new countywide housing resource. The CHAT recommendations stated:

“We recommend you pursue adoption of such a program on a countywide basis for Whatcom County and all of the cities using real estate excise taxes (REET), a local option sales tax, a special property tax levy and/or other sources of funds.”³

Specific next steps as described in that report included: Design a measure and test public support; submit and approve a financing mechanisms including a special property tax levy; and capitalize the levy revenues using bonds.

4. **Evaluate Strategic Use of Bonding Against Existing Revenues:** Direct County staff to analyze the feasibility, benefits, risks, and costs of issuing bonds for affordable housing

³ [July 2008 CHAT Report](#)

backed by a portion of existing revenue sources, including EDI and HB 1590 funds. This assessment should include the potential to accelerate near-term housing production and acquisition, balanced against long-term revenue commitments and flexibility.

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

New Construction

Closeout

None

Underway

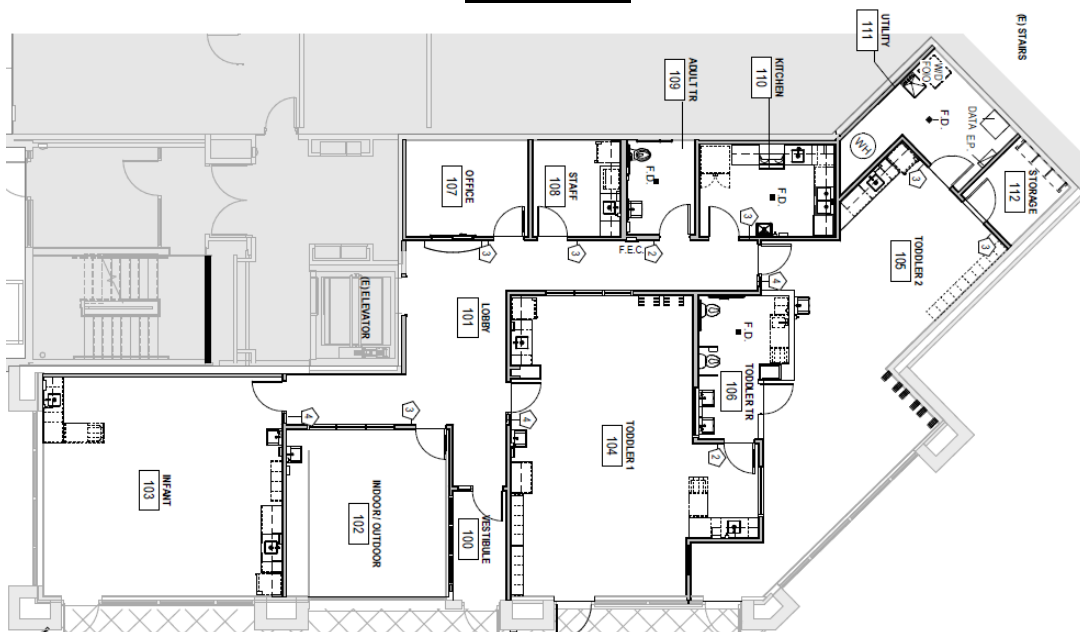
Samish Commons Early Learning Center – 40 combined childcare slots for infants and toddlers
Approximate project cost: \$1,800,000

BWCHA is partnering with Mountain View Early Learning Center who will be the operator 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 we had a very positive plan review meeting with the Department of Children, Youth, and Families on May 7th. Bids are due on June 16th, and we are eager to move this project into the construction phase.

The primary funder for tenant improvements is Whatcom County, who awarded grants through both the Community Priorities Fund and Healthy Children’s Fund.

ELC Site Plan



**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 64 apartments set-aside for households with income ranging between 30-60% of the Area Median Income.

Predevelopment and design continue at full speed as we target October 2026 for financial closing and start of construction. This project will leverage private equity from the 4% Low-Income Housing Tax Credit program, and debt from the sale of tax-exempt Private-Activity Bonds.

The primary funders for this project include the City of Bellingham, Whatcom County, State of Washington, and Washington State Housing Finance Authority. The anticipated equity and debt partners are Merritt Community Capital Corporation and Columbia Bank.

Unity Street Artistic Rendering



Seeking Funding

None

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

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

Final project cost: \$157,476

Composite shingle roofs at Sea Mist Townhouses were at the end of their useful life so a full tear off and replacement was completed. The housing authority contracted with Mount Baker Roofing for this project which also included replacement of gutters and downspouts.

This project was funded through the HUD Capital Fund Grant program for WCHA.

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 a thorough understanding of building components and systems that need replacement or modernization. Initial assessments were completed at all five properties, then a consultant group completed comprehensive investigations at Laurel Village and Walton Place. Meadow Wood will be scheduled separately. The consultant team was organized by RMC Architects and includes structural, mechanical, and electrical engineers, along with building envelope and elevator experts.

After we achieve a better understanding of potential scope and costs, a refinancing strategy will be developed. We anticipate beginning renovation activities in 2027.

Baycrest Homes Electrical Upgrades – 18 units of Public Housing for families in Blaine

Approximate project cost: \$113,000

Interior unit wiring at Baycrest Homes required modernization to comply with current code and HUD standards. Improvements take approximately 3 days to complete for each unit, and at the time of writing this report four units were completed. Due to funding limitations, this project will be conducted in two phases with Phase I (8 units) scheduled to be complete by July 2nd.

The housing authority has contracted with Elite Electrical for this project and I want to extend gratitude to Lance Simons, our Manager of Capital Improvements, for coordinating with residents. Most of the activities required for this project take place in people's homes and are quite disruptive. Thank you to all involved BWCHA staff, tenants, and the Elite Electrical team for your patience and flexibility.

This project is being funded through the HUD Capital Fund Grant program for WCHA.

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.

This project is being funded through the HUD Capital Fund Grant program for BHA.

Creekside Apartments Flood Repair – 20 rent restricted Tax Credit units in Sumas
Approximate project cost: \$825,000

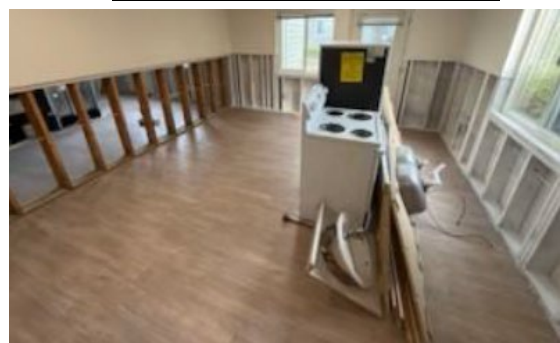
Creekside Apartments was impacted by flooding in December 2025 requiring repairs throughout the first floor of each unit. The scope of work includes removal of equipment and materials exposed to flood water, treatment against microbial growth, and unit restoration. The housing authority has contracted with Cotton Commercial USA to complete this work which will be conducted in three phases to minimize relocation needs. 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.

This project is being funded through a combination of insurance proceeds and replacement reserves maintained by Northwest Corner Affordable Housing LLLP.

(1) Before work began



(2) After demo and treatment



(3) New insulation installed



(4) New drywall, texture and primer



(5) Final paint and flooring complete



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 near the end of their useful life and because of the specialized nature of the equipment it is becoming increasingly difficult to locate new parts. Full replacement of the boiler plants is planned and permitting is in process. The housing authority contracted with the Harris Company to complete this work which will take 3-4 months to complete.

This project is being funded through the HUD Capital Fund Grant program for BHA.

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 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.

This project is being funded through the HUD Capital Fund Grant program for BHA.

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 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. Due to the

complexity of this project, a general contractor was procured through a Request for Proposals so that they can join the design team and provide early input on constructability issues and coordination. Wellman & Zuck was identified as the successful proposer and is joining SMR Architects and Coffman Engineers as a part of the design team.

This project is being funded through the HUD Capital Fund Grant program for BHA.

**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 housing authority 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'. 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. Documents are being finalized for permit applications, and a general contractor will be procured later this year.

This project is being funded through a combination of grants from the FEMA Public Assistance Program and Community Development Block Grant Disaster Recovery Program, along with flood insurance proceeds.

**Varsity Village Sealing & Striping – 101 units of rent restricted Tax Credit housing in Bellingham
Approximate project cost: \$43,000**

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, so the property is due for a reapplication of sealant and restriping. The housing authority has contracted with Huizinga Enterprises to complete this work, and it will be scheduled as weather allows.

This project is being funded through replacement reserves maintained by the LLC.

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

Approximate project cost: \$22,000

To extend the life of building materials and improve aesthetics, we have contracted with Hydra Clean NW to soft wash building facades, roofs, gutters, and exterior components (e.g. sidewalks, dumpster enclosures, etc.).

This project is being funded through the HUD Capital Fund Grant program for WCHA.

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 were expected to be announced on June 8th and were not available at the time of writing this report.

Feasibility/Scope Development

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

Approximate project cost: TBD

Osborn Architects Inc. (OAI) was selected through a recent Request for Qualifications for an on-call envelope and building systems consultant. After all contracting is complete, a task order will be issued to investigate and recommend improvement of ventilation systems at Sea Mist Townhouses.

This project is being funded through the HUD Capital Fund Grant program for WCHA.

MEMORANDUM

TO: Board of Commissioners
FROM: Chris Longwell, Director of Information Technology
DATE: June 16, 2026
RE: Biannual Information Technology Update

Executive Summary

BHA's Information Technology Department is making steady progress across strategic priorities. Since our December 2025 Board report, the department has moved from planning to execution — deploying phishing-resistant security tools, expanding productivity capabilities, advancing a full website rebuild, and modernizing infrastructure to improve operational continuity. Collectively, these initiatives reflect a technology program focused on reducing organizational risk, increasing operational efficiency, and enhancing service delivery to residents and stakeholders.

I. Cybersecurity & Data Resilience

What we reported to the Board in December:

We informed the Board that we were shifting to a Zero Trust security model using Sophos Managed Detection and Response (MDR) and Microsoft Entra for identity management — a direct response to the growing threat of ransomware and unauthorized access.

Where we are now and next steps:

- Sophos MDR is fully operational. All endpoints are actively monitored and protected under Zero Trust principles. We have been working towards shortening the timeframe of notification between our Managed Detection and Response team (a Sophos Team).
- Microsoft Entra is managing identity and access across all platforms. We are now in the next phase: issuing FIDO hardware security keys to staff in critical roles to replace phone-based MFA — a stronger, phishing-resistant authentication method.

II. Strategic Cloud Adoption (SaaS-First)

What we reported to the Board in December:

We reported a full shift to the Microsoft Cloud ecosystem and the expansion of SharePoint integration within Yardi — moving BHA away from on-premises infrastructure toward a scalable, cloud-based model for core functions.

Where we are now and next steps:

Microsoft Copilot licensing is in deployment. A small rollout of licensing for key personnel now have access to Microsoft's AI tool (Copilot). Microsoft Copilot integrates AI assistance directly into the

Microsoft 365 tools staff already use — Word, Excel, Outlook, and Teams — to help draft documents, summarize emails, and analyze data without needing to learn new software. We are working towards creating Agents within Microsoft’s Copilot AI system to help staff locate data in a secure and safe way.

III. Digital Transformation & Stakeholder Communication

What we reported to the Board in December:

We announced that a comprehensive website rebuild would launch in 2026, with an RFP to be posted in early 2026. The objective was to better serve residents, applicants, and community stakeholders through improved digital access and communication.

Where we are now and next steps:

The Website RFP was released in April. We have had many proposers from across the country, but have also received proposals from Whatcom, Snohomish and other parts of Washington State. Estimated budget is approximately \$35,000, including a content management system. Vendor selection is the immediate next step.

IV. Infrastructure & Operational Continuity

What we reported to the Board in December:

Our December report emphasized building a resilient, modern infrastructure foundation. Several supporting initiatives are now translating that commitment into direct operational improvements.

Where we are now and next steps:

- Internet of Things (IoT) Network
 - Supporting the Development team in updating the boiler system software for the high-rise buildings (part of a larger boiler replacement capital fund project).
 - Troubleshooting existing solar systems at Samish Commons on the three high-rise properties.
- Working with the Finance Department to transition banking services to Key Bank.

Conclusion

Our commitments discussed in December are in motion. Our team is executing across multiple parallel workstreams — from security hardening and, cloud expansion to Yardi modules, such as Service Contracts Management and Customer Relations Management, and a website rebuild. Each initiative aims at: reducing risk, improving efficiency, and better serving our residents and stakeholders.



**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: Andrew Calkins, Executive Director

DATE: June 16, 2026

SUBJECT: Resolution 2842: Providing for the issuance of the Authority's Revolving Line of Credit Revenue Note, 2026 (Taxable) and Revolving Line of Credit Revenue Note, 2026 (Tax-Exempt), in the combined principal amount of not to exceed \$20,000,000 at any one time outstanding [...]

SUMMARY

Resolution 2842 authorizes a proposed \$20 million line of credit (LOC) with BHA's new banking partner Key Bank. Specifically, the resolution provides for the issuance of taxable and tax-exempt revenue notes necessary to access funds from the LOC, provides security for the notes in the form of an agency general revenue pledge, and describes certain requirements for larger transactions.

BHA has pursued a line of credit of this size primarily to fund small- and medium-sized acquisitions of land and existing multifamily properties. When competing in the private market, speed is often critical, and the authority's pursuit of permanent financing and underwriting can take longer than other purchasers. This line of credit will allow BHA to move quickly and leverage low-cost financing when opportunities arise. While BHA intends to primarily use the LOC for real estate and acquisition activities, the LOC also allows for the funding of general corporate expenses or to pay for predevelopment activities associated with the agency's larger development activities.

The LOC would have an initial term of two years and bear interest rates tied to the Secured Overnight Financing Rate (SOFR) published by the Federal Reserve. Interest rates for the LOC may change monthly and were between 3.83% for the tax-exempt portion and 4.39% for the taxable portion as of May 2026. These rates are significantly lower than conventional permanent financing.

BHA has previously maintained a smaller line of credit to pay for predevelopment expenses, and such lines are regularly used by other housing authorities of our size to hold land or fund acquisitions. Staff recommends approval of Resolution 2842.

HOUSING AUTHORITY OF THE CITY OF BELLINGHAM
RESOLUTION NO. 2842

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Bellingham providing for the issuance of the Authority's Revolving Line of Credit Revenue Note, 2026 (Taxable) and Revolving Line of Credit Revenue Note, 2026 (Tax-Exempt), in the combined principal amount of not to exceed \$20,000,000 at any one time outstanding, the proceeds of which will be used to finance or refinance the acquisition, construction, rehabilitation, and equipping of real estate, housing, and related improvements and facilities, to pay costs of issuing the notes, and for other corporate purposes of the Authority; authorizing the execution of the notes; creating a note fund; approving the sale and providing for the delivery of the notes to KeyBank National Association; authorizing the payment of a structuring fee to KeyBanc Capital Markets Inc.; authorizing and directing appropriate officers of the Authority to negotiate, execute and deliver such other documents as are useful or necessary to the purposes of this resolution; and determining related matters.

Adopted June 16, 2026

This document was prepared by:

*FOSTER GARVEY P.C.
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HOUSING AUTHORITY OF THE CITY OF BELLINGHAM
RESOLUTION NO. 2842

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Section 1. Recitals and Findings. The Board of Commissioners (the "Board") of the Housing Authority of the City of Bellingham (the "Authority") finds and determines:

(a) Statutory Authorization. The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) "prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof" (RCW 35.82.070(2)); (ii) issue bonds, notes or other obligations for any of its corporate purpose (RCW 35.82.020(11) and RCW 35.82.130); (iii) pledge any real or personal property or any interest therein (RCW 35.82.070(5)); (iv) "make and execute contracts and other instruments, including but not limited to partnership agreements" (RCW 35.82.070(1)); and (v) "delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper" (RCW 35.82.040). The phrase "housing project" is defined by RCW 35.82.020 to include, among other things, "any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks, or other living accommodations for persons of low income" and the term "housing project" may be applied to the "acquisition of property, the demolition of existing structures, the construction, reconstruction, alteration and repair of improvements and all other work in connection therewith." The Uniform Electronic Transactions Act (chapter 1.80 RCW) provides that each governmental agency of the State "shall determine whether, and the extent to which, a governmental agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use and rely upon electronic records and electronic signatures" (RCW 1.80.170(1)).

(b) Issuance of the Notes Necessary and Advisable and in the Best Interests of the Authority; Bank Proposal. After due consideration, the Board has determined that it is necessary and advisable and in the best interest of the Authority to borrow money to finance and/or refinance the acquisition, construction, rehabilitation, and equipping of real estate, housing, and related improvements and facilities, to provide financing for general corporate purposes and operating needs of the Authority, and/or to pay costs of issuing the Notes (as hereinafter defined). KeyBank National Association (the "Bank") has proposed to extend a revolving line of credit

evidenced by two line of credit notes of the Authority on the terms set forth in this resolution to provide money for those purposes.

Section 2. Definitions. Certain capitalized terms used herein have the meanings set forth in the foregoing Section 1. In addition, as used in this resolution, the following capitalized terms have the following meanings, except as otherwise expressly provided or unless the context otherwise clearly requires:

“Act” means chapter 35.82 of the Revised Code of Washington.

“Authority” means the Housing Authority of the City of Bellingham, a public body corporate and politic duly organized and existing under and by virtue of the laws of the State of Washington.

“Authorized Officers” means each of the Authority’s Executive Director and their designee(s).

“Bank” or “Purchaser” means KeyBank National Association, or its successor and assign, as Registered Owner of the Notes.

“Board” means the Board of Commissioners of the Authority.

“Business Day” shall have the meaning ascribed thereto in the Continuing Covenant Agreement.

“Code” means the Internal Revenue Code of 1986, as amended.

“Continuing Covenant Agreement” means a Continuing Covenant and Notes Purchase Agreement to be entered into between the Authority and the Bank with respect to the Notes, as it may be amended in accordance with its terms.

“Determination of Taxability” shall have the meaning ascribed thereto in the Continuing Covenant Agreement.

“Draws” means incremental draws upon the Notes.

“Event of Default” shall have the meaning ascribed thereto in Section 3 of this Resolution.

“General Revenues” means all revenues of the Authority from any source, but only to the extent that those revenues are available to pay debt service on the Notes and are not now or hereafter pledged or restricted, by law, regulation, contract, covenant, resolution, deed of trust or otherwise (including restrictions relating to funds made available to the Authority under the U.S. Housing Act of 1937), to another particular purpose.

“Interest Payment Date” means the first Business Day of each calendar month, commencing with the second calendar month following the issuance and delivery of the Notes, and the Termination Date.

“Maximum Interest Rate” means the maximum rate of interest on the relevant obligation permitted by applicable law.

“Negative Pledge Agreement” means one or more Negative Pledge Agreement, or memorandum thereof, to be entered into between the Authority and the Bank with respect to the Notes, as it may be amended in accordance with its terms.

“Note” means either the Taxable Note or the Tax-Exempt Note.

“Note Fund” means the Authority’s Revolving Line of Credit Revenue Note Fund, 2026 (Taxable/Tax-Exempt), created by this resolution for the purpose of paying principal of and interest and any breakage fee or prepayment penalty on the Notes.

“Note Register” means the books or records maintained by the Note Registrar containing the name and mailing address of the Registered Owner of the Notes.

“Note Registrar” means the Executive Director of the Authority.

“Notes” means, together, the Taxable Note and the Tax-Exempt Note.

“Project” means (1) the acquisition, construction, rehabilitation, and equipping of real estate, housing, and related improvements and facilities, (2) general corporate purposes and operating needs of the Authority, (3) accrued interest on Draws on the Notes, and (4) costs of issuing the Notes.

“Proposal Letter” means the proposal letter to the Authority from the Bank dated May 22, 2026, setting forth certain terms under which the Bank may purchase the Notes, as it may be amended and supplemented, and any commitment letter issued pursuant or supplemental thereto.

“Registered Owner” means the registered owner of each Note, registered as such on the registration books maintained by the Note Registrar.

“Taxable Note” means the Authority’s Revolving Line of Credit Revenue Note, 2026 (Taxable).

“Taxable Rate” shall have the meaning ascribed thereto in the Continuing Covenant Agreement.

“Tax-Exempt Note” means the Authority’s Revolving Line of Credit Revenue Note, 2026 (Tax-Exempt).

“Tax-Exempt Project” means costs of the acquisition, construction, rehabilitation, and equipping of real estate, housing, and related improvements and facilities, in each case of a type properly chargeable (or chargeable upon proper election) to a capital account under general federal income tax principles, and costs of issuing the Tax-Exempt Note. Unless the Authority has received written confirmation from bond counsel to the effect that use of proceeds of Draws on the Tax-Exempt Note for such purpose will not cause interest on Draws on the Tax-Exempt Note to be included in gross income for federal income tax purposes, “Tax-Exempt Project” specifically excludes (i) the

making of loans to non-governmental entities, (ii) the financing of any real estate, housing, improvement or other facility to be used in the trade or business of a non-governmental entity, (iii) working capital expenditures including, without limitation, expenditures for current operating expenses, (iv) accrued interest on Draws on the Notes, *other than* interest accrued on Draws on the Tax-Exempt Note used to finance the housing, related improvements, or facilities, during such time as such housing, improvement, or other facility financed with such Draws is under rehabilitation or construction and is not yet placed in service, and (v) costs to be reimbursed to the Authority, unless such costs were paid no earlier than 60 days prior the date of issue for federal tax purposes, or for costs incurred prior to that date to the extent such costs represent “preliminary expenditures” or are the subject of an “official declaration of intent to reimburse” as described in the federal regulations under Section 147(f) of the Code.

“Tax-Exempt Rate” shall have the meaning ascribed thereto in the Continuing Covenant Agreement.

“Termination Date” shall have the meaning ascribed thereto in the Continuing Covenant Agreement.

Section 3. Authorization of the Notes. For the purpose of providing funds with which to finance or refinance costs of the Project, the Authority may borrow money from time to time pursuant to a line of credit extended by the Bank under the terms of this resolution and the Proposal Letter, and shall issue the Notes in the combined principal amount of not to exceed \$20,000,000 at any one time outstanding. Such Note financing is declared and determined to be important for the feasibility of the Project. The Board finds that it is in the best interest of the Authority to issue the Notes for the purposes set forth in this resolution.

Section 4. Description of the Notes. The Taxable Note shall be called the Authority’s Revolving Line of Credit Revenue Note, 2026 (Taxable); shall be in a principal amount of not to exceed \$20,000,000 at any one time outstanding; shall be dated its date of delivery; and shall have an initial maturity date of not more than 25 months from its date of issue. Each Draw on the Taxable Note shall bear interest at the lesser of (1) the Maximum Interest Rate and (2) the Taxable Rate, subject to adjustment upon default as described below and as further set forth in the Continuing Covenant Agreement and the Taxable Note. The Authority finds that fixing the interest rate formula for the Taxable Note as described herein and therein is in the best interest of the Authority. Interest on each Draw on the Taxable Note shall accrue from the date of that Draw and shall be computed on the principal amount of the Draw outstanding, calculated on the basis of a 360-day year of twelve 30-day months. Accrued but unpaid interest on the Taxable Note shall be due and payable on each Interest Payment Date. Interest due and payable on the Taxable Note shall be equal to the amount accrued to, but excluding, the related Interest Payment Date. All outstanding principal of Draws on the Taxable Note shall be due and payable on the Termination Date. If the payment date for principal of or interest on the Taxable Note is a day other than a Business Day, the date for payment thereof shall be extended, without penalty, to the next succeeding Business Day, and such extended period of time shall be included in the computation of interest; provided, however, the payment of principal of or interest on the Taxable Note on such extended date shall have the same force and effect as if made on the original payment date. The Taxable Note and the Continuing Covenant Agreement shall have such other provisions consistent with the purposes of this resolution as are set forth therein. The Authorized Officers, and each of them acting alone, are

authorized to determine and approve the final terms of the Taxable Note. The execution or authentication of the Taxable Note and the Continuing Covenant Agreement by an Authorized Officer shall be conclusive evidence of approval of the terms of the Taxable Note as set forth therein.

The Tax-Exempt Note shall be called the Authority's Revolving Line of Credit Revenue Note, 2026 (Tax-Exempt); shall be in a principal amount of not to exceed \$20,000,000 at any one time outstanding; shall be dated its date of delivery; and shall have an initial maturity date of not more than 25 months from its date of issue. Each Draw on the Tax-Exempt Note shall bear interest at the lesser of (1) the Maximum Interest Rate and (2) the Tax-Exempt Rate, subject to adjustment upon default or a Determination of Taxability as described below and as further set forth in the Continuing Covenant Agreement and the Tax-Exempt Note. The Authority finds that fixing the interest rate formula for the Tax-Exempt Note as described herein and therein is in the best interest of the Authority. Interest on each Draw on the Tax-Exempt Note shall accrue from the date of that Draw and shall be computed on the principal amount of the Draw outstanding, calculated on the basis of a 360-day year of twelve 30-day months. Accrued but unpaid interest on the Tax-Exempt Note shall be due and payable on each Interest Payment Date. Interest due and payable on the Tax-Exempt Note shall be equal to the amount accrued to, but excluding, the related Interest Payment Date. All outstanding principal of Draws on the Tax-Exempt Note shall be due and payable on the Termination Date. If the payment date for the principal of or interest on the Tax-Exempt Note is a day other than a Business Day, the date for payment thereof shall be extended, without penalty, to the next succeeding Business Day, and such extended period of time shall be included in the computation of interest; provided, however, the payment of principal of or interest on the Tax-Exempt Note on such extended date shall have the same force and effect as if made on the original payment date. The Tax-Exempt Note and the Continuing Covenant Agreement shall have such other provisions consistent with the purposes of this resolution as are set forth therein. The Authorized Officers, and each of them acting alone, are authorized to determine and approve the final terms of the Tax-Exempt Note. The execution or authentication of the Tax-Exempt Note and the Continuing Covenant Agreement by an Authorized Officer shall be conclusive evidence of approval of the terms of the Tax-Exempt Note as set forth therein.

If a Note is not paid when properly presented at its maturity date, the Authority shall be obligated to pay interest on that Note at then-applicable default rate of interest thereon from and after the maturity date until the Note, both principal and interest, is paid in full.

The Continuing Covenant Agreement shall provide certain remedies and options available upon the occurrence of a Determination of Taxability, including the option of the Authority to convert the interest rate on the Tax-Exempt Note to the Taxable Rate.

At the election of the Bank, the interest rate on the Notes will increase by 400 basis points (4.00%) above the then otherwise applicable rate during the continuance of an Event of Default, and the interest rate of the Tax-Exempt Note will be adjusted upon a Determination of Taxability, as set forth in the Tax-Exempt Note and the Continuing Covenant Agreement. Further, if an Event of Default occurs then, at the option of the Bank, the principal of and interest on the Notes shall become immediately due and payable. "Event of Default" means the declaration by the Bank of an event of default as a result of a determination by the Bank that:

(i) there has been a failure to pay principal of or interest on the Notes when due, as provided in the Notes;

(ii) there has been a failure by the Authority to comply with any of its obligations, or to perform any of its duties, under the Continuing Covenant Agreement, the Negative Pledge Agreement (if any), this resolution, or the Notes, which failure continues, and is not cured, for a period of more than 60 days after the Bank has made written demand on the Authority to cure such failure;

(iii) there has been a material misrepresentation to the Bank by the Authority in the purchase of the Notes, as reasonably concluded by the Bank after investigation and discussion with the Authority; or

(iv) an event of default has occurred and is continuing under any other agreement for borrowed money or capital lease obligation with the Bank, an affiliate of the Bank, or any other third party lender, in any case under which the Authority is an obligor (not including any debt or capital lease obligation in which the Authority is acting as a conduit issuer and the obligation is payable from loan or lease payments from a conduit borrower), where there is outstanding, owing or committed an aggregate amount in excess of \$500,000, if such default continues, and is not cured, or otherwise waived by the Bank, affiliate, or other third party lender, as applicable, within 15 days after written demand is made on the Authority to cure such default; provided, however, (A) that if the foregoing described default is not a payment default and is not associated with the Authority's material inability to pay when due its obligations to the Bank under the Continuing Covenant Agreement and under the Notes, the Authority shall have 180 days to cure such default, so long as within 15 days after written notice of such default is made to the Authority by the Bank, the Authority provides the Bank with a written plan for the cure of such default, including the timeframe for the cure of the default; and (B) that the default in this paragraph (iv) shall not override the terms set forth in any other agreement relating to borrowing money or lease financing of property, or provision of credit.

Section 5. Draws on the Notes. The Board authorizes the Authorized Officers, and each of them acting alone, as authorized signors for the Authority, to request Draws on the Notes in accordance with the Continuing Covenant Agreement. Draws on the Tax-Exempt Note shall be made only to pay costs of the Tax-Exempt Project. No Draw may exceed the total amount of the costs to be paid (or refinanced) from such Draw, the proceeds of each Draw shall be used promptly to pay (or refinance) those costs, or to reimburse the Authority for such costs paid by the Authority. Draws shall be recorded in such form as the Authority and the Bank may agree. Draws on the Notes shall be limited to an aggregate amount of \$20,000,000 outstanding at any one time.

Section 6. Optional Prepayment of the Notes. The Authority may prepay any Draw, in whole or in part, on any Business Day, provided any prior written notice required by the Continuing Covenant Agreement is given by the Authority to the Bank. Any prepayment on a Term SOFR Index Reset Date, which shall have the meaning ascribed thereto in the Continuing Covenant Agreement, shall be at a prepayment price equal to par plus accrued interest. Any prepayment shall be a prepayment price equal to par plus accrued interest and may, at the option of the Bank, be subject to a breakage fee or prepayment penalty as set forth in the Continuing

Covenant Agreement. If the Bank requests such a breakage fee or prepayment penalty, as applicable, it shall provide to the Authority a certificate setting forth the computation of the loss, cost, or expense giving rise to the request for such a breakage fee or prepayment penalty, as applicable, in reasonable detail and such certificate shall be conclusive if reasonably determined. Interest on the portion of a Note prepaid shall cease to accrue interest on the date of prepayment. Principal may be reborrowed until the maturity date of the applicable Note, as it may be extended. In the event of prepayment in whole of a Note prior to the Termination Date, that Note shall be deemed to remain outstanding for subsequent Draws absent a written notice to the Bank by the Authority that the prepaid Note is no longer outstanding and available for further Draws.

Section 7. Note Registrar; Registration and Transfer of the Notes. The Notes shall be issued only in registered form as to both principal and interest and recorded on the books and records maintained for the Notes by the Note Registrar (the “Note Register”). The Executive Director of the Authority shall serve as Note Registrar for the Notes. The Note Registrar shall keep, or cause to be kept, at the Note Registrar’s office in Bellingham, Washington, the Note Register, which shall contain the name and mailing address of the Registered Owner of each Note. The Note Registrar is authorized, on behalf of the Authority, to authenticate and deliver the Notes in accordance with the provisions of each Note and this resolution, to serve as the Authority’s paying agent for the Notes, and to carry out all of the Note Registrar’s powers and duties under this resolution.

The Notes may not be assigned or transferred by the Bank without the Authority’s consent, except that the Bank may assign or transfer the Notes to any successor to the business and assets of the Bank, upon completion and delivery to the Authority of the assignment form and certificate of transferee attached to the Note. The Note Registrar shall not be obligated to exchange or transfer a Note during the five days preceding any payment date, prepayment date, or the maturity date.

Section 8. Place, Manner and Medium of Payment. Both principal of and interest on the Notes shall be payable in lawful money of the United States of America and shall be paid by check mailed to arrive on or before each payment date, or in immediately available funds delivered on or before each payment date, to the Registered Owner of each Note at the address appearing on the Note Register on the date payment is mailed or delivered. Upon the final payment of principal of and interest on a Note, the Registered Owner shall surrender the Note at the principal office of the Note Registrar, for destruction or cancellation in accordance with law.

Section 9. Note Fund; Security for the Notes. The Note Fund is hereby established as a special fund of the Authority and is designated the Authority’s Revolving Line of Credit Revenue Note Fund, 2026 (Taxable/Tax-Exempt). The Note Fund shall be drawn upon for the sole purpose of paying the principal of and interest and any breakage fee or prepayment penalty on the Notes. The Authority pledges to deposit General Revenues into the Note Fund in amounts sufficient to pay the principal of and interest any applicable breakage fee or prepayment penalty on the Notes when due. This pledge of General Revenues shall be valid and binding from the time when it is made. The General Revenues so pledged and thereafter received by the Authority shall immediately be subject to the lien of the pledge without any physical delivery thereof or further action, and lien of such pledge shall be valid and binding as against all parties having claims of any kind in tort, contract, or otherwise against the Authority, irrespective of whether the parties have notice thereof.

The Authority reserves without limitation the right to issue other obligations, the principal of and interest on which are to be paid from the General Revenues on a parity with payments on the Notes. At its option, the Authority may pledge any portion of the General Revenues to the payment of other obligations of the Authority, such payments to have priority over the payments to be made on the Notes with respect to that portion of the General Revenues so pledged.

If the total outstanding Draws for the acquisition of real property and/or improvements and furniture and fixtures to real property, with respect to a single Project location shall, equal or exceed \$5,000,000 (a "Negative Pledge Site"), the Authority shall notify the Bank and, if requested by the Bank, will subject such Negative Pledge Site to a Negative Pledge Agreement pursuant to which the Authority will agree that, so long as the Draws outstanding with respect to such Project location remain outstanding in a total amount equal to or greater than \$5,000,000, except as otherwise permitted by the Negative Pledge Agreement or the Continuing Covenant Agreement, it will not pledge or encumber the real property, furniture and fixtures of such Negative Pledge Site without the prior written consent of the Bank, which consent shall not be unreasonably withheld.

The Notes shall not be a debt of the City of Bellingham, the State of Washington or any political subdivision thereof (except the Authority from the source specified herein), and the Notes shall so state on their face. Neither the City of Bellingham, the State of Washington nor any political subdivision thereof (except the Authority from the source specified herein) shall be liable for payment of the Notes nor in any event shall principal of and interest on the Notes be payable out of any funds other than the Note Fund of the Authority established herein. The owner of the Notes shall not have recourse to any other fund of the Authority other than the Note Fund, or to any other receipts, revenues or properties of the Authority other than as described herein and in the Notes. The Authority has no taxing power.

Neither the Authority (except to the extent of the pledge of its General Revenues) nor any of the Commissioners, officers or employees of the Authority shall be personally liable for the payment of the Notes.

Section 10. Preservation of Tax Exemption for Interest on Tax-Exempt Note. The Authority covenants that it will take all actions necessary to prevent interest on the Tax-Exempt Note from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Tax-Exempt Note or other funds of the Authority treated as proceeds of the Tax-Exempt Note at any time during the term of the Tax-Exempt Note which would cause interest on the Tax-Exempt Note to be included in gross income for federal income tax purposes. The Authority also covenants that it will, to the extent the arbitrage rebate requirement of Section 148 of the Code is applicable to the Tax-Exempt Note, take all actions necessary to comply (or to be treated as having complied) with that requirement in connection with the Tax-Exempt Note, including the calculation and payment of any penalties that the Authority has elected to pay as an alternative to calculating rebatable arbitrage, and the payment of any other penalties if required under Section 148 of the Code to prevent interest on the Tax-Exempt Note from being included in gross income for federal income tax purposes.

Section 11. Lost, Stolen or Destroyed Notes. In case any Note shall be lost, stolen or destroyed after delivery to the Registered Owner, the Note Registrar may execute and deliver a new Note of like series, date and tenor to the Registered Owner upon the Registered Owner paying

the expenses and charges of the Authority and upon filing with the Note Registrar evidence satisfactory to the Note Registrar that such Note was actually lost, stolen or destroyed and of the Registered Owner's ownership thereof, and upon furnishing the Authority with indemnity reasonably satisfactory to the Authority.

Section 12. Form and Execution of Notes. The Notes shall be in a form consistent with the provisions of this resolution and state law, shall bear the manual or facsimile signatures of the Chair of the Board and the Executive Director and shall be impressed with the seal of the Authority or shall bear a manual or facsimile thereof. A Note shall not be valid or obligatory for any purpose, or entitled to the benefits of this resolution, unless the Note bears a Certificate of Authentication manually signed by the Note Registrar stating "This Note is the fully registered Revolving Line of Credit Revenue Note, 2026 ([Taxable/Tax-Exempt]), of the Authority described in the Note Resolution." A minor deviation in the language of such certificate shall not void a Certificate of Authentication that otherwise is substantially in the form of the foregoing. The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Note so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

If any officer whose facsimile signature appears on a Note ceases to be an officer of the Authority authorized to sign notes before the Note bearing such officer's facsimile signature is authenticated or delivered by the Note Registrar or issued by the Authority, the Note nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the Authority as though that person had continued to be an officer of the Authority authorized to sign notes. A Note also may be signed on behalf of the Authority by any person who, on the actual date of signing of the Note, is an officer of the Authority authorized to sign notes, although such officer did not hold the required office on the date of issuance of the Note.

Section 13. Authorization of Documents and Execution Thereof. The Authority authorizes and approves the execution and delivery of, and the performance by the Authority of its obligations contained in, the Notes and this resolution and the consummation by the Authority of all other transactions contemplated by this resolution in connection with the issuance of the Notes. The Board further authorizes the Authorized Officers, and each of them acting alone, to negotiate, approve, execute and deliver the Continuing Covenant Agreement, the Negative Pledge Agreement, and such other instruments and agreements as may be necessary or desirable in connection with the sale of the Notes to the Bank. The Authorized Officers, and each of them acting alone, are authorized to negotiate, execute and deliver documents reasonably required to be executed in connection with the issuance of the Notes and to ensure the proper use and application of the proceeds of the Notes.

The Notes will be prepared at the Authority's expense and will be delivered to the Bank together with the approving legal opinion of Foster Garvey P.C., municipal bond counsel of Seattle, Washington, regarding the Notes.

Section 14. Approval of Transaction; Approval of Structuring Fee. The Bank has offered to purchase the Notes under the terms and conditions contained in this resolution and the Proposal Letter, including the payment of a structuring fee, plus the fees and expenses of the Bank's legal counsel, and any other out-of-pocket costs incurred by the Bank, each payable at

closing. The Board finds that the Bank's offer is in the best interest of the Authority and accepts such offer, and covenants that it will comply with all terms and conditions of the Proposal Letter.

The Board authorizes the Authorized Officers, and each of them acting alone, to negotiate, approve, execute and deliver a structuring agent fee letter, pursuant to which the Authority will agree to pay a structuring agent fee to KeyBanc Capital Markets Inc. in connection with the Notes.

Section 15. Acting Officers Authorized. Any action authorized or required by this resolution to be taken by the Executive Director of the Authority, may in such person's absence be taken by a duly authorized acting Executive Director of the Authority.

Section 16. Authorization for Extension and Modification of the Notes. The Authorized Officers, and each of them acting alone, without further action of the Board but with the consent and approval of the Bank, in the Bank's sole discretion, to (A) extend the then-current maturity date of the Notes or either Note to any date on or before December 31, 2038; and/or (B) modify the interest rate or interest rate formulae applicable to Draws on the Notes or either Note, in each case if such Authorized Officer determines that such extension and/or modification is in the best interest of the Authority, all so long as no other material term of the Notes is revised (unless otherwise authorized by the Board). The Authorized Officers, and each of them acting alone, are authorized to do everything necessary for the execution and delivery of such documents as are useful or necessary to such extension of maturity and/or modification of interest rate or interest rate formulae. An Authorized Officer's execution of documents in connection with the modification and/or extension of a Note will constitute conclusive evidence of such officer's approval of the extensions, modifications and/or other terms described therein and the approval by the Authority of such extensions, modifications and/or other terms.

Section 17. Ratification and Confirmation. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 18. Execution; Electronic Signatures. This resolution may be executed by the Chair of the Board (the "President"), and attested by the Secretary-Treasurer, in tangible medium, manual, facsimile or electronic form under any security procedure or platform, and notwithstanding any other Authority resolution, rule, policy or procedure, or in any other manner evidencing its adoption. The Authorized Officers, other appropriate officials of the Authority, and the Authority's bond counsel, Foster Garvey P.C., are authorized and directed to take such actions and to create, accept, execute, send, use and rely upon such tangible medium, manual, facsimile or electronic documents, records and signatures under any security procedure or platform, and notwithstanding any other Authority resolution, rule, policy or procedure, as in their judgment may be necessary or desirable to effectuate the provisions of this resolution.

Section 19. Severability. If any provision in this resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provision of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Notes.

Section 20. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Commissioners of the Housing Authority of the City of Bellingham at an open public meeting this 16th day of June, 2026.

HOUSING AUTHORITY OF THE CITY OF
BELLINGHAM

By: _____
Chair, Board of Commissioners

ATTEST:

Secretary-Treasurer

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Secretary-Treasurer and Executive Director of the Housing Authority of the City of Bellingham (the “Authority”) and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2842 (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a regular meeting of the Authority held at the regular meeting place on June 16, 2026 (the “Meeting”), and duly recorded in the minute books of the Authority;

2. That the public was notified of access options for remote participation in the Meeting via the Authority’s website at <http://bellinghamhousing.org/about-us/board-of-commissioners/>; and;

3. That the Meeting was duly convened, held, and included an opportunity for public comment, in all respects in accordance with law, and to the extent required by law, due and proper notice of the Meeting was given; that a quorum was present throughout the Meeting, and a majority of the members of the Board of Commissioners of the Authority present at the Meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of June, 2026.

Andrew Calkins, Secretary-Treasurer and Executive
Director of the Authority

[Certificate]



**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: Tony Casale, Director of Asset Development
Andrew Calkins, Executive Director

DATE: June 16, 2026

SUBJECT: Resolution 2843: Authorizing the acquisition of the Sehome Court property; ratifying the negotiation and execution of a purchase and sale agreement for the acquisition of such property; authorizing the execution and delivery of property transfer documents and other instruments; and determining related matters

SUMMARY

Sehome Court Apartments is a 57 unit, privately owned property in the Sehome neighborhood of Bellingham. The housing authority entered into a purchase and sale agreement in late April and has since that time been working through a feasibility period, including inspections and review of leases, and developing financing avenues for the site. Resolution 2843 authorizes the housing authority to acquire the property subject to due diligence and final determinations.

BACKGROUND

Sehome Court is a 57-unit residential community located at 820 32nd Street, Bellingham, Washington 98225. It is comprised entirely of two-bedroom units (averaging between 850 and 1,050 square feet), with rents affordable to households earning between 50% and 80% of Area Median Income (AMI). The site is comprised of five buildings and includes a mix of townhome style units, flats, and rambler style units. The property was constructed in 1988 and remains in good condition.

The property is well situated with access to transportation corridors, Downtown Bellingham, Western Washington University, and other nearby amenities and employment centers. The site includes 80 parking stalls as well as a transit stop immediately to the east of the property on 32nd Street, with bus routes providing access to Downtown Bellingham and Fairhaven.

Following a motion at the April Board of Commissioners meeting, the housing authority entered into a purchase and sale agreement with the property owner and has been working through an initial feasibility period, including independent inspections and an internal review of leases, and developing plans for the short-term financing for the site.

In acquiring the site, BHA would seek to maintain rent levels affordable to households earning below 80% of AMI, with plans to operate some units at lower rent levels.

STRATEGIC RATIONALE FOR PURCHASE

The acquisition of Sehome Court offers BHA the opportunity to add an affordable workforce housing property to its portfolio. The addition of workforce properties that are outside of the agency's low-income housing tax credit portfolio addresses BHA's desire to expand stable and affordable housing solutions for low- and moderate-income households, diversify agency revenue streams, and add to the variety of housing programs offered. BHA's past strategic and annual plans, board retreats, and the recent discussion of a draft Acquisition and Preservation Framework, have all identified acquiring existing rental housing as an important strategy.

Whatcom County continues to have a significant number of renter households spending more than 30% of their income on rent, with more than 59% of renter households being cost burdened.¹ Acquisition of Sehome Court provides BHA with the opportunity to secure a well maintained, affordable housing asset that can be maintained for the community's benefit in the coming decades.

FINANCING

Resolution 2843 provides that Sehome Court would be financed in the short term via a draw on the agency's tax-exempt line of credit, with a purchase price of \$12.5 million. This strategy allows BHA to acquire the property on a reasonable timeline while working to assemble a permanent financing plan. Current rents at the property support short-term, interest-only financing on the line of credit with room to absorb interest rate increases should market conditions change.

Long-term, BHA will consider multiple avenues to finance the property. In an ideal scenario, Sehome Court would be pooled with other future acquisitions and financed using tax-exempt bonds issued by the housing authority. Issuing tax-exempt bonds remains the most advantageous and flexible avenue to obtain low-cost financing for the agency's acquisition activities. Alternatively, the site could be financed independently using conventional multifamily bank loan sources, which typically have higher interest rates.

With the exception of earnest money, third-party inspections, survey expenses, and additional closing costs, no additional uses of BHA resources are requested at this time.

Staff recommends approval of Resolution 2843.

¹ [Housing Affordability in Whatcom County | Healthy Whatcom](#). 2023.

**HOUSING AUTHORITY OF THE CITY OF BELLINGHAM
RESOLUTION NO. 2843**

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Bellingham authorizing the acquisition of the Sehome Court property; ratifying the negotiation and execution of a purchase and sale agreement for the acquisition of such property; authorizing the execution and delivery of property transfer documents and other instruments; and determining related matters.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BELLINGHAM as follows:

Section 1. Recitals and Findings. The Board of Commissioners (the “Board”) of the Housing Authority of the City of Bellingham (the “Authority”) finds, determines, and declares:

(a) The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof” (RCW 35.82.070(2)); (ii) “purchase, lease, obtain options upon, acquire by gift, grant, bequest, devise or otherwise . . . any real or personal property or any interest therein” (RCW 35.82.070(5)); (iii) make and execute contracts and other instruments” (RCW 35.82.070(1)); and (iv) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040).

(b) The phrase “housing project” is defined by RCW 35.82.020 to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income” and “may [also] be applied to “the planning of the buildings and improvements, the acquisition of property, the demolition of existing structures, the construction, reconstruction, alteration and repair of the improvements and all other work in connection therewith.”

(c) The Uniform Electronic Transactions Act (chapter 1.80 RCW) provides that each governmental agency of the State “shall determine whether, and the extent to which, a governmental agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use and rely upon electronic records and electronic signatures” (RCW 1.80.170(1)).

(d) The Authority seeks to encourage the provision of housing for low-income persons residing in the City of Bellingham (the “City”).

(e) The Authority wishes to acquire a multifamily housing community known as Sehome Court located at 820 32nd Street, Bellingham, Washington 98225 (the “Property”) for operation as affordable housing for persons of low-income.

(f) The Authority entered into a purchase and sale agreement dated April 22, 2026 (the “Purchase and Sale Agreement”), pursuant to which the Authority agreed to purchase the Property for a purchase price of \$12,500,000, subject to certain terms and conditions set forth in the Purchase and Sale Agreement. The Board wishes to ratify the negotiation, execution, and delivery of the Purchase and Sale Agreement.

(g) The cost of acquiring the Property is anticipated to initially be financed and/or paid from sources including one or more draws on the Authority’s Revolving Line of Credit Revenue Note, 2026 (Taxable) and/or Revolving Line of Credit Revenue Note, 2026 (Tax-Exempt) (the “together, LOC Notes”) and/or other available funds of the Authority.

(h) The Authority may apply for other sources of capital and/or operating funding for the Project.

Section 2. Acquisition of Property.

(a) The Board approves the acquisition of the Property for a purchase price not in excess of \$12,500,000, plus closing costs. The Board finds that it is in the Authority’s best interest to ratify the Purchase and Sale Agreement and to carry out the Authority’s rights and obligations thereunder. The negotiation, execution, and delivery of the Purchase and Sale Agreement is hereby ratified and confirmed by the Board. The Board authorizes and directs the Authority’s Executive Director, the Authority’s Director of Asset Development, and their respective designees (each, an “Authorized Officer” and, together, the “Authorized Officers”), and each of them acting alone, to fulfill the Authority’s duties and obligations under this resolution and the Purchase and Sale Agreement. The Authorized Officers, and each of them acting alone, are granted the authority to negotiate, approve, execute, deliver, and file or record (or cause to be filed and recorded), if required, all additional documents required or advisable in connection with the acquisition of the Property.

(b) The Authorized Officers, and each of them acting alone, are hereby vested with the authority to make a final determination, after completion of due diligence, as to whether to proceed with the purchase of the Property. The Board declares that, upon acquisition by the Authority, the Project will be a housing project of the Authority and authorizes the Authorized Officers, and each of them acting alone, to solicit bids and/or proposals for such works and services for, and negotiate and execute all contracts, documents, instruments, and certificates as in such person’s judgment may be necessary or desirable in connection with, the acquisition and/or ownership of the Property. The Authorized Officers (and each of them acting alone) are authorized on behalf of the Authority to cause the Authority to enter into such assignment and assumption agreements, and to make amendments to such agreements, as are necessary to properly evidence the transfer of the Property to the Authority and the assumption by the Authority of agreements pertaining to the Property.

Section 3. Draw on LOC Notes. As authorized by Resolution 2842 of the Authority, the Authorized Officers, and each of them acting alone, have been provided the authority to determine to make one or more draws on the LOC Notes to pay all or a portion of the costs of acquiring the Project.

Section 4. Additional Funding Sources. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to apply for such additional funding for the

Property as they deem necessary or desirable, including without limitation public and/or private sector financing.

Section 5. Acting Officers Authorized. Any action required by this resolution to be taken by the Executive Director of the Authority may in the absence of such person be taken by the duly authorized acting Executive Director of the Authority.

Section 6. Execution; Electronic Signatures. This resolution may be executed by the Chair of the Board (the “President”), and attested by the Secretary-Treasurer, in tangible medium, manual, facsimile or electronic form under any security procedure or platform, and notwithstanding any other Authority resolution, rule, policy or procedure, or in any other manner evidencing its adoption. The Authorized Officers and other appropriate officials of the Authority are authorized and directed to take such actions and to create, accept, execute, send, use and rely upon such tangible medium, manual, facsimile or electronic documents, records and signatures under any security procedure or platform, and notwithstanding any other Authority resolution, rule, policy or procedure, as in their judgment may be necessary or desirable to effectuate the provisions of this resolution.

Section 7. Severability. If any section, subsection, sentence, clause, phrase or word of this resolution should be held to be invalid or unconstitutional by a court or competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the constitutionality of any other section, subsection, sentence, clause, phrase or word of this resolution.

Section 8. Ratification. Any actions of the Authority or its officers or employees prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 9. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Commissioners of the Housing Authority of the City of Bellingham at an open public meeting thereof this 16th day of June, 2026.

THE HOUSING AUTHORITY OF THE CITY OF
BELLINGHAM

By: _____
Chair, Board of Commissioners

ATTEST:

Secretary-Treasurer

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Secretary-Treasurer and Executive Director of the Housing Authority of the City of Bellingham (the “Authority”) and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2843 (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a regular meeting of the Authority held at the regular meeting place on June 16, 2026 (the “Meeting”), and duly recorded in the minute books of the Authority;

2. That the public was notified of access options for remote participation in the Meeting via the Authority’s website at <http://bellinghamhousing.org/about-us/board-of-commissioners/>; and;

3. That the Meeting was duly convened, held, and included an opportunity for public comment, in all respects in accordance with law, and to the extent required by law, due and proper notice of the Meeting was given; that a quorum was present throughout the Meeting, and a majority of the members of the Board of Commissioners of the Authority present at the Meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of June, 2026.

Andrew Calkins, Secretary-Treasurer and Executive
Director of the Authority

[Certificate]



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 **06/16/2026** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **May 2026** described as follows:

Funds	<u>Voucher Numbers</u>	
Payroll 5/2/26:	<u>6362 to 6414</u>	\$ 150,132.30
Payroll 5/16/26:	<u>6424 to 6476</u>	\$ 151,841.79
Payroll 5/30/26:	<u>6486 to 6538</u>	\$ 152,080.40
BHA – Public Housing:	<u>2099 to 2110</u>	\$ 990.00
Direct Deposit Checks	<u>1342 to 1349</u>	\$ 559.00
Central Office/Maint. Fund:	<u>32959 to 33059</u>	\$ 285,097.90
Direct Deposit Checks	<u>88 to 88</u>	\$ 112,277.01
Section 8 Vouchers:	<u>132580 to 132904</u>	\$ 823,682.37
Direct Deposit Checks	<u>89828 to 89986</u>	\$ 1,533,126.00
BHA/Local Fund:	<u>10577 to 10597</u>	\$ 216,269.35
Direct Deposit Checks	<u>128 to 130</u>	\$ 63,861.16
WCHA – Public Housing:	<u>7757 to 7763</u>	\$ 150,182.11
Direct Deposit Checks	<u>925 to 927</u>	\$ 415.00
*Misc. ACH & Wire Transfers	<u>JV 256000 to JV 25549</u>	\$ 24,892.96

Chair

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

BELLINGHAM HOUSING AUTHORITY
Board of Commissioners Regular Meeting
May 19, 2026

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, May 19, 2026 in a hybrid format. The meeting was called to order at 1:04 p.m. by Board Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

ROLL CALL/QUORUM

Present:

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

Absent & Excused:

BWCHA Staff Presenters:

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

Guest Presenters:

PUBLIC COMMENT AND RESIDENT INPUT

Paul Moore, Washington Square Resident – Resident provided updates on longstanding resident barbecue and potluck events, resident participation efforts, accessibility concerns regarding a recent resident survey, reopening plans for the in-house library, anticipated common area improvements, potential heat relief measures, and positive feedback on new community garden boxes and landscaping enhancements.

A. REPORTS

1. Executive Director Report: Attached to the Agenda
Executive Director Andrew Calkins presented the Executive Director’s Report and provided an update on the acquisition of Sehome Court site. The project is currently in the due diligence phase, including completion of a comprehensive site inspection.
2. Q1 BHA Financial Reports: Attached to the Agenda
Director of Finance Jana Robbins presented the first quarter BHA Financial Report.
3. LIHTC Portfolio Report: Attached to the Minutes
Chief Operating Officer Kate Donnelly presented the Low-Income Housing Tax Credit Portfolio (LIHTC) Report.

B. DISCUSSION / ACTION ITEMS

None.

C. CONSENT ITEMS

Commissioner Billmire moved to approve the Consent Agenda as follows:

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

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

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

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

NAYES: None

D. COMMISSIONER UPDATES

None

E. ADJOURNMENT

The public meeting was adjourned at 2:02PM

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 CANCELLED	N/A
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 Meeting Cancelled	Reports Quarterly: LIHTC Portfolio Annual: HR Safety Report Quarterly: Operations	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.