



Housing Authority of Whatcom County

Notice of Regular Board Meeting Whatcom County Housing Authority Board of Commissioners Tuesday, August 18, 2026

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

Time: 1:00pm

AGENDA

- A. ROLL CALL/QUORUM
- B. PUBLIC COMMENT AND RESIDENT INPUT
Public comments are accepted in-person, virtually, or in writing. Public Comments provided in writing must be submitted no later than 5pm on the day prior to the meeting
- C. REPORTS
None.
- D. DISCUSSION / ACTION ITEMS
 - 1. Review Proposed Revisions to the 2027 WCHA PHA Plan ([Link to doc](#))
(Andrew Calkins, Steve Grichel & Robyn Weber, 20 minutes)
 - 2. Review WCHA Public Housing Draft 5-year Action Plan for Capital Fund Grant Program 2026-2030
(Tony Casale, 15 Minutes)
- E. CONSENT ITEMS
 - 1. Motion: Approve Cash Disbursements/Vouchers for the months of June 2026 and July 2026
 - 2. Motion: Approve Minutes for the month of June 2026 Regular Board meeting
 - 3. Motion: Set public hearing date for FY 2027 WCHA Agency Plan for Tuesday, September 15, 2026
 - 4. Motion: Set public hearing date for WCHA Capital Fund 5-year Action Plan for Tuesday, September 15, 2026
- F. ADJOURNMENT

*The Bellingham Whatcom County Housing Authority Board of Commissioners will meet electronically on Tuesday, August 18, 2026. **Board Members and the public can attend this meeting via zoom or in person at the BWCHA Board Room located at 321 N. Samish Way.***

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

Meeting Information

Webinar ID: 868 2734 6793

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

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

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



Bellingham & Whatcom County Housing Authorities

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
Bellingham, WA 98227

MEMORANDUM

TO: Board of Commissioners

FROM: Andrew Calkins, Executive Director
Steve Grichel, Housing Programs Manager
Robyn Weber, Affordable Housing Programs Manager

DATE: August 18, 2026

SUBJECT: WCHA FY 2027 Public Housing Agency Plan Revision Summary

BACKGROUND

The Public Housing Agency (PHA) Plan is a comprehensive guide to the policies, programs, operations, and strategies for meeting local housing needs and goals. PHA's are required to submit Annual Plans and a 5-Year Plan every fifth fiscal year to HUD. Housing authorities meeting the definition of a small PHA, are known as "Qualified PHAs" and are exempt from the annual plan requirement. The Whatcom County Housing Authority is a qualified PHA because it has 550 or less combined PH units and HCVs. WCHA is a qualified PHA and submitted its current 5-Year Plan in 2025.

Although WCHA is exempt from the annual submission, it is still required to report any updates to the Admissions and Continued Occupancy Policy (ACOP) and hold a public hearing. The ACOP is the guiding policy and procedural document for the public housing program and is the same for the county and the city.

SUMMARY

The following is a high-level summary of the proposed revisions, organized by chapter. The revisions are available for review at: <https://bellinghamhousing.org/about-us/public-comment/>

The Admissions and Continued Occupancy Policy (ACOP)

Introduction

- Revised to account for most recent HOTMA guidance.

Chapter 1

- Revised history of the program section to include information on full HOTMA compliance.

Chapter 2

- Revised equal access language.

- Revised policy language on serving limited English proficient (LEP) persons.
- Elaborated policy language on how to file a discrimination complaint.
- Clarified language regarding enforcement actions on national origin discrimination per FHEO memo 9/19/25.

Chapter 3

- Contains clarifications on citizenship or eligible immigration status.
- Contains clarifications on compliance of consent to release of information per Notice PIH 2024-38.
- Revised to account for updated HUD guidance on use of arrests records set forth in Notice PIH 2025-26.
- Added clarification regarding criminal background checks per Notice PIH 2012-28.
- Removed language calling out policy that will apply upon the HOTMA compliance date.

Chapter 4

- Revised policy language on limited English proficient (LEP) persons.

Chapter 6

- Removed policy language regarding Earned Income Disallowance, as this has now fully sunset.
- Updated for inflationary adjustments.
- Clarified student financial assistance.
- Clarified alimony and child support per Notice PIH 2023-27 and answers received from Hotmaquestions@hud.gov.
- Clarified phased-in relief for hardship exemptions based on answers received from Hotmaquestions@hud.gov.

Chapter 7

- Revised policy regarding Deceased Tenants Reports per Notice PIH 2026-11.
- Clarified student financial assistance.
- Clarified the treatment of income based on answers received from Hotmaquestions@hud.gov.
- Updated inflationary adjustments.
- Clarified citizenship or eligible immigration status.

Chapter 9

- Revisions on conducting interim reexaminations per Notice PIH 2023-27, revision 3.

Chapter 10

- This chapter contains edits to reflect rescinding of notice FHEO 2020-01.

Chapter 11

- This chapter contains only minor modifications for clarity.

Chapter 12

- Clarified language to reflect updated VAWA forms.

Chapter 13

- Contains clarifications on compliance of consent to release of information per Notice PIH 2024-38.
- Revised to account for updated HUD guidance on use of arrest records set forth in Notice PIH 2025-26.

- Revised sections on death of a sole family member and family absence from the unit per Notice PIH 2026-11.

Chapter 14

- Revised policy language on limited English proficient (LEP) persons.

Chapter 15

- Revised amount of federal awards required to have an independent audit.

Chapter 16

- Matched policy language on repayment of debts to Model Admin Plan.
- Clarified language to reflect updated VAWA forms and included sample versions of new forms.

Glossary

- Revised definitions to reflect updated VAWA forms.
- Removed pre-HOTMA definitions and language calling out definitions that will apply upon the HOTMA compliance date.

Appendix

- Removed appendix.



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Whatcom County
Housing Authorities**

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MEMORANDUM

TO: Board of Commissioners
FROM: Tony Casale, Director of Asset Development
DATE: August 18, 2026
SUBJECT: Review WCHA Public Housing Draft 5-Year Action Plan for Capital Fund Grant Program 2026-2030

SUMMARY & BACKGROUND

As a component of the Low-Income Public Housing Program, the Whatcom County Housing Authority receives an annual grant from the Department of Housing and Urban Development through their Capital Fund Program (CFP). Grant amounts are based on congressional appropriations and subject to change year-to-year, there is no competitive application process that must be followed.

The Capital Fund Program provides financial assistance to housing authorities for the specific purpose of modernizing existing public housing sites and addressing non-routine maintenance items that are not covered by the Operating Fund Program. Each year, housing authorities are required to develop or update a 5-Year Action Plan (Action Plan) to include anticipated work items that will be covered by subsequent CFP grants. Prior to finalizing a new Action Plan and accepting each year's CFP grant, the housing authority must conduct outreach meetings with residents and resident advisory boards, hold a public hearing, and seek approval from the Board of Commissioners.

The purpose of today's discussion is to review the draft Action Plan covering CFP grants for fiscal years 2026-2030. The Whatcom County Housing Authority operates with a "rolling" plan, which means that it is updated each year by adding activities for the final year being covered. For example, this year we are adding work items for the FY 2030 grant but are required to carry forward work items previously established for 2026-2029. Once work activities are included in an approved Action Plan, they can be moved to a different year as needed, but new items cannot be added without HUD approval. Any new work activities that constitute a "significant amendment" will trigger requirements for another round of consultation meetings with residents and Commissioners.

In the 5-Year Action Plan, work items are organized based on which grant funds will be used to pay for the activities, not necessarily the calendar year when work will take place. Housing authorities are required to obligate at least 90% of CFP grant funds within 24 months of the award date, and all funds must be expended within 48 months.

The Whatcom County Housing Authority's FY 2026 Capital Fund Program grant equals \$272,208 and covers the whole public housing portfolio under the county housing authority. This is a modest increase over FY 2025 in which \$265,146 was received.

2026-2030 WCHA Narrative Five Year Action Plan

The Whatcom County Housing Authority's 2026–2030 Capital Fund 5-Year Action Plan focuses on preserving and modernizing its public housing portfolio to ensure long-term viability, resident safety, and quality of life. Planned activities emphasize critical building system upgrades, resident amenity improvements, and compliance with HUD regulations. The plan includes provisions for emergency and unforeseen capital needs to address urgent health, safety, and structural concerns as they arise, ensuring the Housing Authority's ability to maintain quality housing for its residents throughout the five-year period. The years indicated are the funding years and not necessarily the project year.

2026

2026	Admin	\$ 27,200.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2026	A&E	\$ 10,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2026	Baycrest Electrical	\$ 112,000.00	Replace ungrounded outlets, wiring, and breaker boxes in 8 remaining homes.
2026	Seamist Ventilation Work	\$ 50,000.00	Update Seamist attic ventilation system per design
2026	Landscaping/Playgrounds	\$ 35,000.00	Update landscaping and backfill playgrounds at the Birches, Baycrest, Seamist, Bay Townhouses
2026	Interior/Exterior Modernization	\$ 38,008.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
		\$ 272,208.00	\$ -

2027

2027	Admin	\$ 27,200.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2027	A&E	\$ 10,000.00	Program is utilized for architectural and engineering services associated with capital improvements
2027	Asphalt and Concrete Repairs and Replacement	\$ 50,000.00	Seal cracks, seal two coats asphalt and paint lines as required.
2027	Interior/Exterior Modernization	\$ 50,000.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security
2027	Seamist siding, windows and envelope modernization	\$ 135,008.00	Replacement of exterior siding and windows, and improve envelop at Seamist to improve building durability, weather resistance, and appearance.
		\$ 272,208.00	\$ -

2028

2028	Admin	\$ 27,200.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2028	A&E	\$ 10,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.

2028	Interior/Exterior Modernization	\$ 115,008.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2028	The Birches Walking Path	\$ 50,000.00	Procure, bid, and asphalt walkway, or replacement as needed, to address safety hazards, and improve accessibility for the Birches walking path.
2028	Landscaping/playground backfills	\$ 30,000.00	Update landscaping and backfill playgrounds at the Birches, Baycrest, Seamist, Bay Townhouses.
2028	The Birches Roofs	\$ 40,000.00	Replace roofs, gutters and downspouts at Birches Units 107,109,113
		\$ 272,208.00	\$ -
2029			
2029	Admin	\$ 27,200.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2029	A&E	\$ 10,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2029	Interior/Exterior Modernization	\$ 90,008.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2029	Asphalt and Concrete Repairs and Replacement	\$ 35,000.00	Procure, bid, and complete asphalt and concrete repairs or replacement as needed to address safety hazards, improve accessibility, and maintain driveways, parking areas, sidewalks, and patios. (Birches)
2029	The Birches siding, windows and envelope modernization	\$ 110,000.00	Replacement of exterior siding and windows, and improve envelop at the Birches to improve building durability, weather resistance, and appearance.
		\$ 272,208.00	\$ -
2030			
2030	Admin	\$ 27,200.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2030	A&E	\$ 15,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2030	Interior/Exterior Modernization	\$ 109,096.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2030	Baycrest Fencing	\$ 50,000.00	Procure, bid, and complete fencing and private areas at the Baycrest Homes
2030	Bay Townhouse siding, windows and envelope modernization	\$ 70,912.00	Replacement of exterior siding and windows, and improve envelop at the Bay Townhouses to improve building durability, weather resistance, and appearance.
		\$ 272,208.00	\$ -



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 **08/18/2026** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **June 2026** described as follows:

Funds	<u>Voucher Numbers</u>	
Payroll 6/13/26:	<u>6548 to 6601</u>	\$ 155,837.29
Payroll 6/27/26:	<u>6611 to 6665</u>	\$ 157,314.08
BHA – Public Housing:	<u>2111 to 2124</u>	\$ 2,801,913.66
Direct Deposit Checks	<u>1350 to 1358</u>	\$ 728.00
Central Office/Maint. Fund:	<u>33060 to 33148</u>	\$ 271,400.82
Direct Deposit Checks	<u>89 to 89</u>	\$ 39,466.10
Section 8 Vouchers:	<u>132905 to 133227</u>	\$ 839,935.45
Direct Deposit Checks	<u>89987 to 90136</u>	\$ 1,502,634.45
BHA/Local Fund:	<u>10598 to 10617</u>	\$ 4,471,745.45
Direct Deposit Checks	<u>131 to 131</u>	\$ 3,910.36
WCHA – Public Housing:	<u>7764 to 7770</u>	\$ 297,405.21
Direct Deposit Checks	<u>928 to 931</u>	\$ 682.00
*Misc. ACH & Wire Transfers	<u>JV 25592 to JV 25697</u>	\$ 21,126.49

Chair

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



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As of this date **08/18/2026** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **July 2026** described as follows:

Funds	<u>Voucher Numbers</u>	
Payroll 7/11/26:	<u>6675 to 6729</u>	\$ 158,927.06
Payroll 7/25/26:	<u>6739 to 6793</u>	\$ 161,714.26
US Bank Transactions:		
BHA – Public Housing:	<u>2125 to 2135</u>	\$ 821.00
Direct Deposit Checks	<u>1359 to 1366</u>	\$ 693.00
Central Office/Maint. Fund :	<u>33149 to 33155</u>	\$ 666.00
Section 8 Vouchers:	<u>133228 to 133544</u>	\$ 4,474,626.71
Direct Deposit Checks	<u>90137 to 90281</u>	\$ 1,497,794.80
WCHA – Public Housing:	<u>7771 to 7775</u>	\$ 371.00
Direct Deposit Checks	<u>932 to 935</u>	\$ 682.00
Key Bank Transactions:		
BHA – Public Housing:	<u>2124 to 2125</u>	\$ 765,303.77
Direct Deposit Checks	<u>1360 to 1360</u>	\$ 49.00
Central Office/Maint. Fund:	<u>33150 to 33240</u>	\$ 342,294.91
Direct Deposit Checks	<u>91 to 94</u>	\$ 8,258.61
Section 8 Vouchers:	<u>133544 to 133549</u>	\$ 22,861.00
Direct Deposit Checks	<u>90283 to 90285</u>	\$ 2,642.00
BHA/Local Fund:	<u>10617 to 10642</u>	\$ 185,214.47



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WCHA – Public Housing:

*Misc. ACH & Wire Transfers

7771 to 7771

\$ 67,081.88

JV 25707 to JV 25707

\$ -745.22

Chair

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

WHATCOM COUNTY HOUSING AUTHORITY
Board of Commissioners Regular Meeting
June 16, 2026

The Board of Commissioners of Whatcom County Housing Authority (“WCHA”) held a regular meeting on Tuesday, June 16, 2026 in a hybrid format. The meeting was called to order at 1:00 p.m. by Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

A. ROLL CALL/QUORUM

Present:

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

Absent & Excused:

Commissioner Alana Pattermann

BWCHA Staff Presenters:

Lindsay Burmeister, Executive Services/HR Manager
Andrew Calkins, Executive Director

Guest Presenters:

None

PUBLIC COMMENT AND RESIDENT INPUT

Deanna Vitt, BHA Employee – Previous management was top down management style. Management and staff have worked together for 10 years to improve things. Has noticed a recent shift in BHA Leaderships’ approach and does not feel the collective bargaining agreement is being honored.

Ty Vogel, BHA Employee, Union Chapter President – Values a collaborative Union Leadership / Management relationship. The Union is delivering a petition to Management and Commissioners.

B. REPORTS

None

C. DISCUSSION / ACTION ITEMS:

None

D. CONSENT

Commissioner Bornemann moved to approve the Consent Agenda as follows:

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

Motion: Approve Minutes for the May 2026 Regular WCHA Board meeting.

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

AYES:

Commissioner Valerie Billmire

Commissioner Terry Bornemann
Commissioner Stephen Gockley
Commissioner Steven Price

NAYES: None

ADJOURNMENT

The meeting was adjourned at 1:10PM

Respectfully Submitted,

Andrew Calkins
Secretary/Treasurer

ATTEST:

Stephen Gockley
Chair, Board of Commission



Bellingham & Whatcom County Housing Authorities

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
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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@bellingshamhousing.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.