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HYBRID BHA MINUTES

MINUTES OF THE HYBRID REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 5:30 PM REMOTELY ON MARCH 25, 2024.

1. **CALL TO ORDER:** Meeting was called to order at 5:30 p.m.

2. **ROLL CALL:**

Present:

Chair Jeff Flood

Vice Chair Ryan Burton

Commissioner Joan Hanten

Commissioner Diane West

Commissioner Susie Beil

ABSENT:

Commissioner Andre Henderson

BHA Staff Present:

Jill Stanton, Executive Director

Carlita Alegria, CMS Director

Tim Schanne, Business Solutions Director

Paula Kennedy, Human Resources Manager

Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Chair Flood and Commissioner West attended the Entrance Conference for Fiscal Year 2023 held earlier today. Auditors discussed the timing and cost of the audit and asked if we had any areas of concern that we would like to include in the scope of our audit.

Chair Flood is working closely with our Resident Commissioner and his responsibility to the board.

5. **COMMISSIONER COMMENTS:** None.

6. **APPROVAL OF CONSENT AGENDA:** All items listed under the "Consent Agenda" are routine and will be enacted **by one motion** unless a commissioner so requires, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

6.1 Approval of Regular Minutes: February 26, 2024

6.1.1 Approval of Finance/CMS/Personnel Committee Minutes: February 22, 2024

- 6.2 Approval of Cash Disbursements –
February 2024: \$22,511,788.51
- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
February 2024: No Write offs
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
February 2024: \$23,153.69
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
February 2024: No write offs.

☞ **Chair Flood called for a motion to approve the Consent Agenda as presented. Commissioner Hanten moved for approval of motion. Commissioner Beil seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7. EXECUTIVE DIRECTOR'S REPORT:

7.1 Executive:

7.1.1 Executive Director's Report: Comments by Ms. Stanton.

1. Residents and Participants:

The Housing Choice Voucher team held a training this week at the Norm Dicks Government Center to over 20 individuals/agencies to explain how the voucher referral program will work with our community partners and why the need for the vouchers is so important. It is an important part of our strategy to issue more vouchers as quickly as possible and to support our voucher holders get leased up. The hybrid shelter module is included in this strategy which will provide us with good data. Memorandum of Understanding (MOU) is effective April 1, 2024.

The City Council asked us to give them an update on Affordable Housing & Shelter at this week's City Council Study Session.

Our maintenance team built mini libraries to install at several of our properties. The Board would like to know where the mini libraires are located and what type of literature is acceptable for donation. Ms. Camacho will provide the Board with the information when made available.

2. Partners and Advocates:

The 811 Warren Building experienced a delay due to the electricity not being turned on. Power is now on, and the final inspections will take place this Wednesday. The building has not received the Certificate of Occupancy as of yet. As soon as it happens, we anticipate closing and entering into the Purchase and

Sale Agreement. We have decided with our partners that it is in the best interest to delay opening until June. We will reschedule the ribbon cutting ceremony for later in May.

3. **Financial Strength:**

On March 9, 2024, President Biden signed into law HR 4366, the Consolidated Appropriations Act, 2024 which provides full-year funding through September 30, 2024, for departments and agencies of the Federal Government covered by 6 of 12 appropriations bills including the THUD bill. Ms. Alegria and her team were successful in changing the language that we wanted. The LHAC group believes it can work together with HUD. While they are thrilled to have won this round, the work for a fair and open competition continues. Our interest is to reframe our relationship with HUD policy makers to support them in their work rather than continue in a cycle of reactive responses and sometimes adversarial communications.

4. **Organizational Capacity:**

We have several large initiatives underway that involve the development and preservation of affordable housing. In addition, there are opportunities that may further our goals as it relates to growth and increasing BHA's footprint. In addition, we are deeply involved in the Bremerton Shelter development which is taking up a significant amount of Ms. Stanton's time. Ms. Stanton proposes as part of the FY 2025 budget that we hire a Development Director.

A brief discussion was held about whether we are ready for a Deputy Director or do we need someone with a development capacity. Ms. Stanton would like someone with development and finance expertise. Would like to have a Development Department and that person would report directly to Ms. Stanton. Ms. Stanton would like to have the job description completed by April and post the position in May.

Ms. Stanton visited the 25-unit complex mentioned by Commissioner West. The complex is owned by one person who is very interested in selling to BHA. The owner would like us to assume the construction loan. Ms. Stanton would like to offer the owner a letter of interest stating we are interested in pursuing. A school is located behind the complex. This would be a great opportunity to partner with the Bremerton School District. Explore live/work unit for teachers. Ms. Stanton plans to meet with the bank on Friday.

5. **Other Reports:**

No comments.

7.1.2 Resolution B24-09 Authorizing 811 Warren Avenue Acquisition and Financing

Resolution B24-09 authorizes BHA's Executive Director or designee to close on the purchase of the 811 Warren Street property. It further authorizes the acceptance of the funding from the City of Bremerton, Kitsap County, and the State of Washington Department of Commerce. Each funding source will have a contract and the form of the funding will be either a grant or a deferred loan. This resolution authorizes BHA's Executive Director or designee to enter into the terms associated with each funding source.

In addition, the total acquisition cost is \$10.7 million, \$10.5 million is funded through external sources. This resolution authorizes BHA's Executive Director to use unrestricted reserves to fund the final \$200 thousand needed for the acquisition and to pay for related costs associated with this transaction in an amount not to exceed \$200 thousand dollars.

- ☞ **Chair Flood called for a motion to approve Resolution B24-09 Authorizing 811 Warren Avenue and Financing as presented. Vice Chair Burton moved for approval of motion. Commissioner Beil seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.2 Finance: Comments by Ms. Stanton.

7.2.1 Resolution B24-07 Authorizing Investment of Funds in the LGIP

Resolution B24-07 which repeals and replaces B17-10 previously enacted by the Board of Commissioners on October 23, 2017. This replacement resolution is necessary to change the official designation of the authorized individual for BHA. The resolution provides formal authorization for designated staff to invest BHA funds in the Washington State Local Government Investment Pool. This resolution and the updated forms are being prepared as required by the Office of the State Treasurer to update and complete their file documentation on government participants in the state investment pool.

- ☞ **Chair Flood called for a motion to approve Resolution B24-07 Authorizing Investment of Funds in the LGIP as presented. Commissioner Hanten moved for approval of motion. Commissioner West seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.3 Housing Management: Comments by Ms. Stanton.

7.3.1 Tenant-Based Occupancy Report – Housing Choice Vouchers, SRO Project Based, SHP, and TBRA

Ms. Stanton presented an overview of the Tenant-Based Occupancy Report PowerPoint to include HCV, SRO Project Based, SHP, and TBRA. Overall, we are doing fine as it pertains to our funding. Allocation is at 1974. There are 55

vouchers issued but not under contract. Our interest is in getting them leased. The Veterans village is seeing some success. The Continuum of Care program reflects staff shortage. The Single Room Occupancy (SRO) (Max Hale) is experiencing a decrease in participants. We have encouraged them to fully utilize their vouchers. TBRA (Mason County program) is trying to conduct their own Fair Market Rent (FMR) study.

A brief discussion was held regarding some of the challenges Veterans village is having. The requirements are high. Restricted definitions are preventing us from housing those in need. The challenge is to find veterans who fit the strict criteria. The Executive Director of Mason County is working on getting a waiver for veterans.

7.3.2 Property Vacancy Report

Vacancies have been doing better. Units are getting turned much quicker. We have one of the five homes offline. Overall, doing well.

7.3.3 Resolution B24-08 Approving Revisions to the Administrative Plan

The Bremerton Housing Authority is revising its Administrative Plan (Admin Plan) to incorporate changes in BHA policy and revised HUD language.

☞ **Chair Flood called for a motion to approve Resolution B24-08 Approving Revisions to the Administrative Plan as presented. Commissioner West moved for approval of motion. Commissioner Beil seconded the motion. Chair Flood called for question. None opposed. Motion carried.**

7.4 **Human Resources:** There are no HR items.

7.5 **Contract Management Services:** There are no CMS items.

7.6 **Business Solutions Reporting:** There are no BS items.

8. **EXECUTIVE SESSION:** None.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:** None.

11. **FUTURE 2024 REGULAR MEETINGS:** April 29, and June 24, 2024

Housing/Business Solutions Committee Meeting – April 18, 2024

The PNRC NAHRO Conference to be held in Anchorage, AK on April 22-24, 2024. Attending will be Ms. Stanton, Ms. Kennedy, Ms. Epps, Mr. Schanne, and Commissioner Beil.

The April Board meeting has been rescheduled to April 29, 2024.

No Committee and/or Board meeting to be held in May. Reports submitted for approval in May will be presented at the June 2024 Board meeting.

Housing/Business Solutions and Finance/CMS/Personnel Committee will be combined and held June 20, 2024.

12. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:33 p.m.

Jill Stanton

Executive Secretary

Jeff Flood

Chair of the Board

SEAL

