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BHA MINUTES

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 5:30 PM ON AUGUST 26, 2024.

1. **CALL TO ORDER:** Meeting was called to order at 5:31 p.m.

2. **ROLL CALL:**

Present:

Chair Jeff Flood

Vice Chair Ryan Burton

Commissioner Joan Hanten

Commissioner Diane West

Commissioner Victoria Hilt

Excused:

Commissioner Susie Beil

BHA Staff Present:

Jill Stanton, Executive Director

Windy Epps, Finance Director

Carlita Alegria, CMS Director

Paula Kennedy, Human Resources Manager

Tory Quinn, Director of Development and Acquisitions

Katie Sharp, Communications Manager

Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Vice Chair Burton acted in Chair Flood's stead.

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: June 24, 2024

6.1.1 Approval of the Combined Housing/Business Solutions & Finance/CMS/Personnel Committee Minutes: June 20, 2024

6.1.2 Approval of the Special Board Minutes: July 11, 2024

6.1.3 Approval of the Special Board Minutes: July 29, 2024

- 6.2 Approval of Cash Disbursements –
June, 2024: \$23,171,587.18
July, 2024: \$23,052,047.07
- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
June, 2024: No Write offs
July, 2024: \$26,947.75
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
June, 2024: No Write offs
July, 2024: \$942.37
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
June, 2024: No Write offs
July, 2024: No Write offs

☞ **Vice Chair Burton called for a motion to approve the Consent Agenda as presented. Commissioner Hanten moved for approval of motion. Commissioner Hilt seconded the motion. Vice Chair Burton 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:

This month our Community Connections team hosted the National Night out at Periwinkle Park. National Night Out is a campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. BHA used this opportunity to have our Community Partners promote their services.

Bremerton Police Department was the guest of honor this year and pleased by the recognition. We presented them with a certificate of appreciation and look forward to continuing to build trust with BPD. The weather was great, and the event was well attended. The team did a beautiful job attracting vendors, providing entertainment and activities, and creating an atmosphere of community.

Our communications team has been working on an APP that provides one-way push out information to our residents to better keep them informed of announcements that typically get posted on bulletin boards or on their doors. The information may contain links to things like surveys or additional information. We are finally at the point where we believe that the APP is ready, and the team is ready to launch. We will launch property by property for now. Eventually we hope

this becomes a valuable communication tool for our agency in many ways including communicating with our staff and with our Board of Commissioners. More to come.

2. **Partners and Advocates:**

We have not yet moved residents into Evergreen Bright Start. We made changes to convert a resident unit into an office space which required a different permitting requirement. We are at least a month away before getting our Certificate of Occupancy from the City of Bremerton. While we wait, the team is identifying potential residents, working with our funders to establish policies and procedures, and preparing the units with furniture.

We had a productive meeting with Olympic College who have agreed to partner with us on both Evergreen Bright Start and Wheaton Landing. We have entered into a Purchase and Sale Agreement with the owner of Wheaton Landing. We are working hard to formalize our partnerships and our plans for this project.

Ms. Alegria and the LHAC group will be participating in smaller group (in-person) listening sessions (by invitation only) held in Washington, DC to address the rebid concerns.

3. **Financial Strength:**

We have selected both a lender and a tax credit investor for our RAD repositioning project. Citi Bank will be our lender and Royal Bank of Canada will be our tax credit investor. Both Ms. Quinn and Ms. Stanton have worked extensively with both organizations. The terms are agreeable, and we are moving forward with a December closing date. The work will begin next year.

We are pursuing another project to house homeless senior citizens in the Bremerton area. Overview will be discussed during the Executive Session.

4. **Organizational Capacity:**

Our annual employee appreciation event was held on July 17, 2024. The highlight was the roll out of our new swag store. Each employee and Board member was offered a \$100 credit to the swag store where employees and Board member can represent BHA.

We held an all-staff DEI training called ALOHA. ALOHA is built on five principles.

A – ask questions & inquire
L – listen to understand, not reply
O – observe your body's response
H – heart, return to it often

A – adapt & acknowledge

Most of our staff provided positive and appreciative feedback. There were a limited few who felt uncomfortable for a variety of reasons. Ultimately leadership has decided that we will continue the second part of this training in December at our next all-staff week together. However, if for religious or other reasons an employee asks to be exempted from the training, another DEI training will be identified on a case-by-case basis.

5. **Other Reports:**

We are thrilled to welcome back Victoria Hilt who was appointed to the BHA Board of Commissioners as the Resident Commissioner by an anonymous approval of the Bremerton City Council and the recommendation of Mayor Wheeler. Ms. Hilt is excited to serve on the BHA Board again and to represent the voice, interests, and experiences of our residents.

Noted at the September Annual Board meeting, Board members will be voting on new elections of officers (Chair and Vice Chair). The current Vice Chair may be nominated as Chair and nominations for a new Vice Chair will be considered.

7.1.2 Resolution B24-19 Authorize Formation of a New Tax Credit Partnership for Purpose of Renovating and Repositioning the Tamarack Apartments and The Firs.

Originally these two properties were a part of phase 1 of repositioning. However, significant funding has become available through the Green Resilient and Retrofit Program (GRRP) program that will allow BHA to fund major energy projects. Tamarack Apartments and The Firs was awarded over \$7 million dollars. The award substantially adds to the overall project in terms of both the funding package and the actual work. Our development team felt it would be more manageable to pull out the two properties from our phase 1 and do them separately as phase 2. Although this may delay work it does not in any way jeopardize the project.

☞ **Vice Chair Burton called for a motion to approve Resolution B24-19 Authorize Formation of a New Tax Credit Partnership for Purpose of Renovating and Repositioning the Tamarack Apartments and The Firs as presented. Commissioner Hilt moved for approval of motion. Commissioner West seconded the motion. Vice Chair Burton called for question. None opposed. Motion carried.**

7.2 **Finance:** Comments by Ms. Epps.

7.2.1 Third Quarter Financial Report for FY 2024

The Finance Committee met on August 22, 2024, to review the financial performance of the Bremerton Housing Authority (BHA) for the third quarter of fiscal year 2024 (FY 24). Ms. Epps presented the Board with an overview of the

Unrestricted Cash and Restricted Cash. Unrestricted cash amounting to \$24.8 million, Investments \$15.8 million, Reserves \$3.3 million, Cash \$5.7 million and a decrease of \$1.14 million due to Evergreen Bright Start acquisition and repositing costs. Restricted cash, totaling \$4.9 million, saw a year-over-year increase of \$630 thousand by the end of June, primarily driven by the receipt of Community Investments in Affordable Housing (CIAH) funds from Kitsap County for the acquisition of the Evergreen Bright Start property. Most of the CIAH funds had been used in the Evergreen Bright Start acquisition, but due to timing, there was still \$424.7 thousand in the restricted fund at the end of June. These funds have since been used in the acquisition and are no longer available. We did receive funds from the Department of Commerce which will be seen in next quarter's financial report.

7.3 Housing Management: Comments by Ms. Stanton in Ms. Reed's absence.

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

HAP expenses continue to increase. We anticipate the number of vouchers utilized to begin to increase with the processing of HCV waitlist applicants and partnering agency referrals. This year we may have an offset. No reason for us to be alarmed about having enough funding. We would have enough funding for next year and we will apply for more. We are in the process of submitting a letter.

We have pulled 300 people from the HCV waitlist. BHA recently signed a partnering agency Memorandum of Understanding (MOU) with Turning Pointe. This agency is based in Mason County and assists participants to find units in Mason County.

7.3.2 Property Vacancy Report

Several units have sustained severe water damage. The problem is getting units turned quickly and back online. We are going to hire a construction company for a period to come in and get units online. While our maintenance team focuses on the work orders.

7.4 Human Resources: Comments by Ms. Kennedy.

7.4.1 HR Reporting

The Finance/CMS/Personnel Committee met on August 22, 2024, to discuss the recommended FY 2025 pay increases for OPEIU, Teamsters and qualified non-union employees. The FY 2024 Employee Performance Review processes to promote equity and fairness to staff. And the timeline of the Executive Director Performance Evaluation review process.

1. FY 2025 Recommended Pay Increases:

Based on the Consumer Price Index (CPI-W) OPEIU and Teamsters may consist of a 3.6% COLA and a step increase of 2% for a total of 5.6% effective October 1, 2024. The non-union may have the 3.6% COLA and 2% merit as they are not bound by a CBA. This will be presented for Board approval as part of the overall budget.

A brief discussion was held regarding the OPEIU and Teamsters negotiation process. Who negotiated with OPEIU and Teamsters in reference to pay increases and what body approves of negotiations. Ms. Kennedy and Ms. Alegria met with and came to an agreement with the Union and Teamsters' representative to negotiate benefits. The agreement was presented to the Executive Director then submitted to the Board for approval.

Who approves non-union employees. Are we to assume that the non-union employees would be granted the same increase as OPEIU and Teamsters. This is problematic for Commissioner Hanten. Commissioner Hanten disagrees with automatic merit increase for non-union employees in the proposed budget. Commissioner Hanten objects to the type of language that is being used and would like to see it changed. Although we want to pay our employees, we want to be transparent with the process prior to submitting the proposed budget for Board approval.

2. FY 2024 Employee Performance Review update on processes to provide equity and fairness to staff.

We are in the middle of Employee Performance Review. 82% of employees have completed their self-evaluation. We hope to have this completed by October 2, 2024. We are in the process of moving our performance evaluation system from Cornerstone into ADP by the end of the year to allow for more consistency and better integration.

3. FY 2024 Executive Director Performance Evaluation final process review.

The Executive Director completed her self-evaluation and sent it to the Committee Chair. Board members are asked to review the self-evaluation and agency goals and then complete the Board of Commissioners Feedback questionnaire. This needs to be sent to the Committee Chair prior to the September Board meeting. The Committee Chair will compile Board members' feedback and have a discussion with board members during an Executive Session at the September Board meeting. The Committee Chair will provide the Executive Director with a final copy of the Performance Evaluation and discuss it with the Executive Director prior to the September board meeting. An

announcement will be made at the October Board meeting that this process has been completed.

7.5 Contract Management Services: Comments by Ms. Alegria.

7.5.1 CMS Updates

HUD's PBCA Stakeholder Listening Sessions:

Ms. Alegria is currently in Washington, DC for her appointment with HUD for the Stakeholder Listening Session as part of the Performance-Based Contract Administrator (PBCA) rebid process. HUD is still trying to reaffirm its intent to use cooperative agreements for the PBCA rebid. We are still fighting to oppose the use of cooperative agreements. Ms. Alegria will report back to the Board on the outcome.

RAD Properties Assigned to CMS:

CMS has been assigned three Rental Assistance Demonstration (RAD) properties in Washington State and Nebraska, marking the beginning of HUD's transition of RAD properties to PBCA portfolios nationwide. This gives CMS experience with providing oversight to RAD units.

7.6 Business Solutions Reporting: There are no BS items.

8. EXECUTIVE SESSION:

8.1 Potential real estate purchase per RCW 42.30.110(1)(b). This portion of the meeting was closed to the public.

The Executive Session commenced at 6:26 p.m. for a period of 15 minutes. The session continued for another 6 minutes and adjourned at 6:47 p.m. Regular portion of board session reconvened at 6:48 p.m.

9. UNFINISHED BUSINESS: None.

10. NEW BUSINESS: None.

11. FUTURE 2024 REGULAR MEETINGS: September 23, and October 28, 2024

12. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:48 p.m.

Jill Stanton

Executive Secretary

Jeff Flood

Chair of the Board

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