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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 MARCH 24, 2025.

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

2. **ROLL CALL:**

Present:

Chair Ryan Burton
Vice Chair Jeff Flood
Commissioner Diane West

Commissioner Susie Beil
Commissioner Victoria Hilt

Excused:

Commissioner Joan Hanten

BHA Staff Present:

Jill Stanton, Executive Director
Wendy Westby, HCV Program & Housing Projects Director
Anne Conte, Housing Director
Windy Epps, Finance Director
Carlita Alegria, CMS Director
Tim Schanne, Business Solutions Director
Paula Kennedy, HR Manager
Tory Quinn, Director of Development and Acquisitions
Lorna Camacho, Office Manager/Executive Assistant/Minute Taker

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** None.

5. **COMMISSIONER COMMENTS:** During the meeting, Commissioner Beil expressed appreciation for the positive article about Wheaton Landing in the Kitsap Sun. Commissioners Hilt and West shared their experience attending the NAHRO Washington Conference in Washington, DC. Commissioner Hilt highlighted the valuable knowledge gained from the conference and is eager to discuss insights at the upcoming Board Retreat in June. She also encouraged anyone interested in additional resources to reach out to her directly.

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 24, 2025
- 6.2 Approval of Cash Disbursements –
February, 2025: \$24,432,668.94
- 6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
February, 2025: No Write offs
- 6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
February, 2025: No Write offs
- 6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
February, 2025: No Write offs

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

Last week, there was a discussion about the impact of the Executive Orders and ongoing changes at HUD, though no concrete details have emerged yet. BHA received notification of an increase in funding, but the exact details are still unclear, and the increase may be similar to last year. We will continue to monitor the situation. CMS is facing similar uncertainties. The Seattle HUD office is expected to close, though the exact timing is unknown. We were informed that the Section 8 HAP program is in shortfall, which we have anticipated for some time, but HUD did not leave sufficient room for preparation.

BHA's first meeting with HUD regarding the shortfall is scheduled for April 26, 2025. HUD may not be open to discussions with Board members, but Ms. Stanton will keep the Board updated. Additionally, the visit from the Regional Director of HUD has been canceled, and the comprehensive review of our programs set for April has been postponed. Despite reports of the Seattle HUD office possibly closing permanently, HUD has not officially confirmed this yet.

2. **Partners and Advocates:**

The ribbon cutting for Wheaton Landing will take place on Thursday, April 24, 2025, and the event is highly anticipated. Mayor Wheeler has accepted the invitation to speak, and a formal invite will be sent out this week. Additionally, Enterprise will be hosting a community meeting on Wednesday, March 26, 2025, at NDGC, which can be attended either in person or remotely. Information will be made available to Board members.

3. **Financial Strength:**

Ms. Epps will present the financial report for the first quarter of Fiscal Year 2025.

4. **Organizational Capacity:**

Both union contracts will be negotiated this year, with sessions expected to begin in April or May. Ms. Kennedy and Ms. Alegria have attended negotiation training and have started preparing for the process. If any Board members wish to better understand the process, a special or committee meeting can be scheduled for further discussion.

5. **Other Reports:**

The Board of Commissioners' retreat is scheduled for June 20, 2025, at McCormick Woods Golf Club. It will be a full-day program focused on strategy and development. The leadership team is eager to collaborate with the Board and discuss the future direction of BHA. Commissioner Hilt will also lead discussions on policies, and Board members are encouraged to share any ideas they have for the retreat.

7.2 Finance: Comments by Ms. Epps.

7.1.2 First Quarter Financial Report for FY 2025

The Finance Committee met on March 20, 2025, to review the first-quarter financial performance for Fiscal Year 2025. Ms. Epps presented key highlights.

As of December 31, 2024, the unrestricted cash balance ended at \$26 million, reflecting an increase of \$1.5 million since the beginning of the fiscal year. Contributing factors to this increase included \$24.05 million from the sale of six properties to the BBSP LIHTC partnership, \$474,000 received from Bremerton Bright Start Properties at closing for prior-year expenses and \$800,000 in development fees. Various other receipts also contributed to this increase, such as: \$296,000 in net receipts from CMS, \$757,000 in draws from the CFP grant, and

\$157,000 from Bay Vista Commons. These amounts were partially offset by \$20.367 million in seller financing to Bremerton Bright Start Properties, along with \$4.3 million allocated to a restricted escrow account for redevelopment and long-term property viability, HCV losses of \$375,000, and \$110,000 in timing differences for housing assistance payments.

Restricted cash increased to \$8.9 million, primarily due to the \$4.3 million deposited into the Bremerton Bright Start properties escrow account.

7.3 Housing Management: Comments by Ms. Conte and Ms. Westby.

7.3.1 Housing Operations Summary and Housing Choice Vouchers Report

Ms. Conte provided an update on the ongoing changes within the department, emphasizing efforts to improve accountability, efficiency, and effectiveness. As the team works on refining processes and gathering data, Ms. Conte sought input from the Board on what specific information they would like to see. Future reports will include data on vacant units (excluding new properties) with percentages broken down by different time periods. The reports will also track the number of leases at new properties, maintenance tickets submitted and completed, and those pending for over 30 days

Additionally, support programs will include data on the number of applications received, approved, pending, and denied, as well as the length of waitlists. Ms. Conte also confirmed that, following the Board's request, photos showcasing before-and-after images of repositioned properties will be featured, with a new photo highlighted each month when available. The Board was invited to provide feedback on any data points they would like to refine or add. Commissioner Beil expressed appreciation for the inclusion of photos and numbers, and Commissioner West agreed.

Ms. Conte is also working with the Community Connections Manager to ensure all rental assistance programs are cataloged for future reports. Chair Burton noted that it was helpful to see the numbers and encouraged continued efforts to refine the data. The Board was reminded to share any additional data requests with Ms. Conte as they aim to continually improve the reporting process.

Ms. Westby highlighted the new report presented to the Board, emphasizing the department's effort to create a report that is both helpful and meaningful. She noted that because the data is prepared in advance of the Board meeting, there may be slight variations in the numbers. Additionally, she mentioned that the Housing Department is currently focused on completing all Housing Assistance Payments.

As of this morning, the unit count for February stands at 1,610. However, due to the changes being implemented, the department will not be able to continue leasing at this pace moving forward.

To increase monthly utilization, significant efforts are required, particularly in managing vouchers on the street, referred to as voucher liability. There is the potential to lease 125 units after February, with 36 individuals involved in portability, meaning they have requested to move to another housing authority. This includes three VASH vouchers currently on the streets. HUD has allowed the leasing of special programs, but there is a gap in Housing Assistance Payments (HAP) for vouchers on the street, which refers to individuals shopping for housing with their vouchers for the first time, or those who were previously leased but are in transition

Shoppers have 120 days to find housing, with a possible 90-day extension, and while some shoppers have been looking for over a year, exceptions can be made with approval. According to HUD's two-year tool, 53% of individuals are successful in securing housing

Commissioner Hilt expressed interest in tracking the number of landlords BHA has relationships with, as well as the number of landlords that voucher holders don't qualify for. The Housing Navigator role, which will focus on matching the 65 current shoppers with available units, is expected to help improve data tracking moving forward. While the current shortfall provides a pause, the department is committed to making the most of the situation. Chair Burton expressed appreciation for the effort.

7.4 Human Resources: There are no HR items.

7.5 Contract Management Services: Comments by Ms. Alegria.

7.5.1 Health Care Authority – Short-Term Rental Assistance Payments

The Washington State Health Care Authority is seeking a Public Housing Authority (PHA) to manage short-term rental assistance payments for its Foundational Community Supports (FCS) program. This includes covering costs such as application fees, credit checks, ID fees, security deposits, rental assistance, and utility arrears, with a total of \$16 million allocated for these payments. The selected PHA will collaborate with Wellpoint to disburse the funds, and BHA could earn up to \$1.6 million in administrative fees if selected as the sole PHA. The contract term runs from July 1, 2025, to June 30, 2026, with the possibility of extension. BHA must demonstrate readiness and expertise in housing services and subsidy distribution to qualify. A letter of interest has been submitted, with a response due by March 30, 2025, and selection results expected in April 2025. If chosen, a Board resolution will be required for approval. The Board views this as a valuable

opportunity, and Ms. Stanton praised CMS’s efforts, noting BHA’s experience with the FCS program, particularly through the Evergreen Bright Start project, as a strong qualification.

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 6:20 p.m. for a period of 20 minutes. The session continued for another 16 minutes and adjourned at 6:56 p.m. Regular portion of board session reconvened at 6:56 p.m.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:** None.

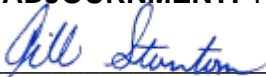
11. **FUTURE 2025 REGULAR MEETINGS:** April 28, and May 19, 2025

Special Finance/CMS/Personnel Committee Meeting – March 20, 2025, at 4:00 p.m.

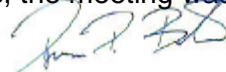
Housing/Business Solutions Committee Meeting – April 24, 2025, at 4:00 p.m.

Finance/CMS/Personnel Committee Meeting – May 15, 2025, at 4:00 p.m.

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:56 p.m.



Executive Secretary



Chair of the Board

SEAL

