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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 JANUARY 26, 2026.

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 Joan Hanten

Commissioner Susie Beil
Commissioner Victoria Hilt

Absent:

Commissioner Diane West

BHA Staff Present:

Jill Stanton, Executive Director
Windy Epps, Finance Director
Wendy Westby, HCV Program & Housing Projects Director
Anne Conte, Housing Director
Carlita Alegria, CMS Director
Tim Schanne, Business Solutions Director
Paula Kennedy, Human Resources Director
Katie Sharp, Communications Manager
Lorna Camacho, Chief of Staff/Minute Taker

Also Present:

Courtney Kaylor, Legal Counsel

3. **PUBLIC COMMENT:** Comments from the public were provided by Sally Hass.

4. **CHAIR COMMENTS:** None.

5. **COMMISSIONER COMMENTS:** Commissioner Beil attended the City Council meeting in person. The meeting involved significant discussion, and several statements raised concerns for her. She expressed hope that opportunities can be identified to engage more constructively with the community regarding the shelter. Commissioner Beil emphasized the importance of maintaining a calm and respectful approach and noted that she looks forward to being an active part of the ongoing conversation.

- 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.

6.1.1 Approval of Finance Committee Minutes: November 20, 2025

6.2 Approval of Cash Disbursements –
November, 2025: \$26,677,063.96
December, 2025: \$27,281,431.89

6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
November, 2025: No Write-offs
December, 2025: No Write-offs

6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
November, 2025: No Write-offs
December, 2025: No Write-offs

6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
November, 2025: No Write-offs
December, 2025: No Write-offs

☞ **Chair Burton called for a motion to approve the Consent Agenda with the exception of November 24, 2025, minutes, which were removed for correction. Commissioner Beil moved for approval of motion. Commissioner Hilt seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

6.1 Approval of Regular Minutes: November 24, 2025

☞ **Chair Burton called for a motion of the Removed Minutes to approve November 24, 2025, minutes as corrected. Vice Chair Flood moved for approval of motion. Commissioner Hilt 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:

Staff reported that BHA received a total of \$4 million in Housing Choice Voucher shortfall funding. Of this amount, \$2 million was received in November, with the remaining \$2 million received in December, which was necessary to fully meet voucher obligations. Staff noted that receipt of shortfall funding does not reduce expenses; instead, the funding is incorporated into BHA's base funding, resulting in a \$4 million increase to the Authority's baseline going forward. BHA remains in compliance with all shortfall requirements and has a scheduled meeting with the Shortfall Prevention Team.

Ms. Stanton acknowledged the Housing Team's extensive efforts to increase resident engagement and expressed appreciation for the opportunity for residents to meet and interact with staff. Staff confirmed that meet-and-greet events are being held at each property. It was further noted that, once the RAD remodel is complete, tours of the properties will be scheduled for the Board, with consideration given to inviting the Resident Advisory Board (RAB) members to participate.

2. **Partners and Advocates:**

Ms. Stanton commented that staff represented BHA well during the City Council discussions regarding the shelter and emphasized that BHA's goal is to work cooperatively with the city, and not to engage in conflict. It was noted that the City Council meeting concluded with an understanding that further discussions would occur the following week. While BHA has not been asked to attend that meeting, Ms. Stanton will monitor the discussion closely.

Mr. Schanne expressed enthusiasm for moving forward with ECO Northwest as the consultant for BHA's strategic planning process. Mr. Schanne noted that, while ECO Northwest will lead the effort, additional technical support will be provided by a contracted consultant. Mr. Schanne outlined that in the first phase, each Board member will have a one-on-one session with ECO Northwest, along with engagement with partners, the executive team, stakeholders, and legislators. A steering committee of nine individuals will be formed, to include individuals from the Board, executive team, and staff, to guide the process. Orientation for the steering committee is planned for February.

Mr. Schanne further explained that a larger review committee will assess survey questions, participant engagement, and ensure all relevant voices are included. This committee will also provide feedback on the preliminary report, including how findings will be received by the community and internally, as well as content, tone, and clarity. Board members were reminded that each Board member will have direct input throughout the process, and staff are working on scheduling

participation. Ms. Stanton encouraged any Board members interested in taking a larger role in the strategic planning process to reach out to her directly.

3. **Financial Strength:**

Ms. Stanton noted that the end of the year can be a stressful period, particularly because BHA relies on timely delivery of tax credits. At year-end, the Authority was slightly behind on meeting its commitments, with nine units needing to be leased to fulfill tax credit requirements. Ms. Stanton gave special recognition to the Housing Team for pulling together to successfully lease all nine units. This effort preserved approximately \$500,000 that BHA would have otherwise lost, ensuring the success of the transaction and keeping the project on track.

4. **Organizational Capacity:**

Ms. Stanton reported that turnover continues in the Housing Team, but the new staff onboard have quickly demonstrated expertise and strong performance. Their contributions are driving a noticeable positive shift within the team and the agency, marking significant progress on the road to a stronger, more effective organization.

5. **Other Reports:**

No comments.

7.2 Finance: There are no Finance items.

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

7.3.1 Housing Operations Summary Report

Ms. Conte provided an update on Housing operations, noting that pending work orders have decreased, reflecting significant progress in addressing maintenance needs. Vacancy rates remained steady in November and December. Staff reported several unit restorations due to water loss. At Evergreen Bright Start, 23 residents are now housed, and staff expressed pride in the work accomplished there. Additionally, the number of vacant units at BBSP is declining following recent remodels, demonstrating continued improvement in occupancy.

Ms. Conte reported that at the end of the year, the Housing Leadership Team took time to reflect on the department's accomplishments, including achieving High Achiever status for both SEMAP and PHAS. Significant progress was noted in both culture and procedural changes within the department. The Leadership Team hosted

an end-of-year celebration for frontline staff, using their own time to recognize staff contributions. Ms. Conte expressed herself being impressed with how the event turned out and shared pride in the positive changes being realized across the department.

Vice Chair Flood included recognition of the Housing Team's excellent work in addressing vacancies, with staff receiving kudos for their efforts. Ms. Stanton highlighted that Evergreen Bright Start is successfully supporting young adults, noting the strong progress being made by residents there.

Ms. Alegria shared a mission moment that highlighted the impact of BHA's programs. While having work done at her home, she spoke with the painter's daughter, who mentioned that she lives at Evergreen Bright Start. The young resident expressed excitement about having a place of her own and shared that she is participating in the Family Self-Sufficiency (FSS) program. She explained the escrow process and how her savings can grow as her income increases, demonstrating a clear understanding of how the funds could eventually be used for school, a home, or another asset. Ms. Alegria noted that this interaction was a real-time success story, illustrating a resident who feels stable, hopeful, and supported because of BHA's programs.

Ms. Alegria expressed appreciation to the Housing Department and Family Self-Sufficiency staff for their daily efforts. Moments like this, Ms. Alegria noted, demonstrate the meaningful impact their work has on residents' lives.

Commissioner Beil commented that two years ago, Ms. Stanton brought the vision for Evergreen Bright Start to the Board, identifying a clear need for the property and figuring out how to make it work. Ms. Stanton added that the program recently celebrated its first baby born at the property, highlighting the meaningful impact of the initiative on residents' lives.

7.3.2 Housing Choice Vouchers Report

Ms. Westby provided an update on the Housing Voucher program. The Housing Department currently has six open positions and encouraged anyone aware of qualified candidates to refer them. The Housing Choice Voucher program remains steady, serving 1,697 families. A new Project-Based Voucher was approved prior to the shortfall, currently supporting five families.

Staff noted that the number of new applicants has decreased, requiring the department to select many families from the existing waiting list. For example, 300

applications from the 2022 waiting list were reviewed to fill 11 units, demonstrating the continued demand for housing and the careful management of the waiting list.

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

7.5 **Contract Management Services:** Comments by Ms. Alegria.

7.5.1 PBCA ACC Extension Updates

Ms. Alegria reported that BHA's PBCA ACCs for all three states were set to expire at the end of January 2026. HUD has exercised a six-month extension, extending the ACCs through July 2026, which could carry the agreements through 2028 if HUD uses all remaining extension options. Similar extension measures are in place for work in Missouri, and staff will continue to monitor and track all ACC activity.

Ms. Alegria also provided an update on FY 2026 appropriations. After more than three years of advocacy, the FY 2027 appropriations bill reflects BHA's efforts, preventing HUD from using cooperative agreements for a nationwide PBCA rebid and requiring HUD to restart the process. Given prior timelines, staff expects that it could take HUD another five years to complete the rebid. The Board will continue to be kept informed as these matters progress.

Ms. Stanton noted that while a rebid could provide opportunities to expand, HUD's inaction limits new business opportunities. She emphasized that BHA is not simply waiting for the rebid but continues to actively seek opportunities for growth and expansion while tracking HUD's process.

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 is closed to the public.

The Executive Session commenced at 6:22 p.m. for a period of 4 minutes. Regular portion of board session reconvened at 6:26 p.m.

8.2 Potential litigation per RCW 42.30.110(1)(i)(iii). This portion of the meeting is closed to the public.

The Executive Session commenced at 6:28 p.m. for a period of 7 minutes. Regular portion of board session reconvened at 6:35 p.m.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:** None.

11. **FUTURE 2026 REGULAR MEETINGS:** February 23, and March 23, 2026.

Finance Committee Meeting: February 19, 2026

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:36 p.m.



Executive Secretary



Chair of the Board

SEAL

