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BHA MINUTES

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 600 PARK AVENUE, BREMERTON, WA SINCLAIR PARK ROOM, SECOND FLOOR 5:30 PM ON FEBRUARY 23, 2026.

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

2. **ROLL CALL:**

Present:

Chair Ryan Burton
Vice Chair Jeff Flood
Commissioner Joan Hanten

Commissioner Diane West
Commissioner Susie Beil
Commissioner Victoria Hilt

BHA Staff Present:

Jill Stanton, Executive Director
Windy Epps, Finance Director
Wendy Westby, HCV Program & Housing Projects Director
Anne Conte, Housing Director
Tim Schanne, Business Solutions Director
Paula Kennedy, Human Resources Director
Tory Quinn, Director of Development & Acquisitions
Katie Sharp, Communications Manager (Minute Taker)

3. **PUBLIC COMMENT:**

Comments from the public were provided by Sally Hass representing the Sheridan Community Alliance. Ms. Hass shared interest and concern about development plans for the Sheridan property and expressed desire to be included in the future planning.

4. **CHAIR COMMENTS:** None.

5. **COMMISSIONER COMMENTS:**

Commissioner West thanked BHA for stepping up to support the YWCA clients that were displaced by a recent fire that occurred on a YWCA property.

Commissioner Beil shared a summary of her recent discussions about the Sheridan property with community members who are interested in participating in community engagement to help inform planning and development.

Commissioner Hilt shared that there has been increased engagement in the Resident Advisory Board meetings with more discussion and more residents attending. She thanked Ms. Conte and Ms. Westby and their housing teams for the improved experiences throughout the properties. She mentioned that there are still opportunities for growth and relationship building but she is hopeful as she continues to see the positive outcomes from the changes.

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: January 26, 2026

6.1.1 Approval of the Housing Committee Minutes: January 22, 2026

6.2 Approval of Cash Disbursements –
January, 2026: \$27,085,179.16

6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
December, 2025: \$2,468.02
January, 2026: No Write-offs

6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -
December, 2025: \$198.60
January, 2026: No Write-offs

6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
January, 2026: No Write-offs

☞ **Chair Burton called for a motion to approve the Consent Agenda as presented. Commissioner 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:**

Although funding for the U.S. Department of Health Services (DHS) was pulled out of the recent Federal budget vote, a budget for the rest of the government including our main funder, the U.S. Department of Housing and Urban Development (HUD), was passed. Public Housing received a significant 14.4% decrease, but this is a common occurrence as HUD shifts away from public housing and we have plans in place to mitigate negative impacts, and the Voucher program received an 8.8% increase. In addition, the Family Self-Sufficiency (FSS) program received a 10.6% increase. Commissioner Flood shared his excitement about the investment in FSS as it is such a beneficial program for BHA residents.

We continue to operate under the shortfall provisions which means that we cannot lease vouchers. One of our main concerns is that we have units both owned by BHA and our partners that will need project-based vouchers soon. We have a short-term plan in place, and we are developing a plan for quick implementation once we are released from shortfall. This is a balancing process, and it is important that we are diligent in order to not allow our voucher utilization to decline as it did several years ago following shortfall.

2. **Partners and Advocates:**

As you all know, the Bremerton City Council discussed the Hybrid Shelter and the specific requests for support that BHA and our partners asked of them during a recent study session. The lack of buy-in for support was reaffirmed in a letter that was later sent to Ms. Stanton. The community partners sent a joint response to the letter and provided a letter to the community on our website on February 23, 2026. We are now pursuing other avenues concentrating on transitional and permanent solutions for the Sheridan site. Our partnerships remain strong and our commitment to housing people experiencing homelessness has not changed. As our plans develop further, we will be engaging with our community through outreach and education initiatives.

3. **Financial Strength:**

Budget season is right around the corner. We hope to start the process earlier this year and we are excited to have the strategic planning process help us in identifying and budgeting for our priorities and goals. Our RAD repositioning will be completed this year, and we will have a comprehensive overview of the renovations and financial implications associated with this project. As a reminder,

our properties needed extensive capital work, and the public housing program was not sustainable for capital or operations. It may take us a couple of years to stabilize and have full occupancy, but we should be able to have solid projections for the Board's review later in the year.

4. **Organizational Capacity:**

One of our goals for the next budget cycle is to complete a market compensation study. Although we have implemented pay increases in alignment with the CPI index, we believe it is in our best interest to complete a study every three to four years to ensure that our wages are fair and competitive. This work will be conducted by a third party, and an RFP will be issued sometime this summer. We would love to hear from the Board of Commissioners about any input, concerns, or requests that you may have regarding staff compensation.

5. **Other Reports:**

Acknowledge Commissioner Flood for 8 years of outstanding service on the Bremerton Housing Authority Board of Commissioners.

7.2 Finance: Comments by Ms. Epps.

7.2.1 Financial Report for the First Quarter FY 2026

Overview:

The Finance Committee met on February 19, 2026, to review the financial performance of the Bremerton Housing Authority (BHA) for the first quarter of fiscal year 2026 (FY26).

Unrestricted Cash:

Unrestricted cash totaled \$21.9M as of December 31, 2025, reflecting a decrease of \$585K since the start of the fiscal year. This decline is primarily due to payment of bills for Bay Vista West and South, prepaid expenses, and an increase in overall payables.

Restricted Cash:

Restricted cash remained essentially flat throughout the first quarter, totaling \$7.4M, with a small decrease of \$6.2K since the beginning of the fiscal year.

Total Revenue:

Year-to-date revenue as of the end of the first quarter, amounting to \$81.2M, exceeded budget expectations by \$5.1M, or 6.8%. This variance amount includes

higher pass-through housing assistance payments (HAP) totaling \$5.1M: \$4.9M from CMS, \$153.7K from HCV.

Expenses:

Total year-to-date expenses amounted to \$81.2M, exceeding anticipated projections by \$4.9M. This increase can be primarily attributed to an increase in CMS and HCV pass-through HAP expenses totaling \$5.0M, partially offset by lower-than-expected administration and tenant services expenses.

Net Operating Income:

Overall, net operating income totaling \$35K surpassed the -\$180K budget by \$215K. This is driven by several offsetting variances but primarily attributable to savings in labor costs.

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

7.3.1 Housing Operations Summary Report

We have been looking at how long vacancy is but pulled out Evergreen Bright Start and Wheaton Landing while we were leasing them up and pulled out BBSP properties since vacancy is very different there. Having the properties that BHA owns and manages, our goal is 90%, have tenants identified for all of the Wheaton Landing units (current 29%), 3 project-based, 4 local subsidy, Pendleton place is taken out because it is owned by KMHS, low vacancy, turnover every 1 or 2 months. Large portion of units that have been vacant for over 90 days, because of extensive repairs needed, Tamarack has a large number of vacancies upstairs and we have been able to identify tenants, work orders open more than 30 days is down to 5, the maintenance team is working hard to improve (used to be 100+), with 2 Nspire inspections and 3 upcoming Nspire inspections.

In January, the Housing Operations Leadership Team begin a series of Meet and Greets at our properties which are continuing into February. These informal gatherings are an opportunity for our property management staff to develop stronger relationships with our residents and for senior housing leadership to be more accessible. For each of these events, residents were invited to meet their specific Property Manager, our new Housing Operations Manager, Rhonda Holland, and the Housing Director, Anne Conte. In addition to a chance to build connections, staff shared information about the Resident Advisory Board and provided treats. Five of these events were hosted in January with another three are planned for February. The intention is that staff host these events semi-annually.

Images from the first Meet & Greet hosted at Tamarack were shared during the meeting.

Ms. Conte described the housing operations report and highlighted that improvements in occupancy and work order completion rates are occurring. Specifically, open work orders older than 30 days that are not waiting for an outside contractor have been reduced by over 90%.

Commissioner West inquired about the results of the recent Nspire inspections performed by HUD. Ms. Conte shared that both properties that were inspected were considered high achievers, but the results offered opportunities for learning and improvement. At the suggestion of the RAB, pre-inspections for the next scheduled inspections have started. Commissioner Hilt added that her experience interacting with staff when preparing for the inspections was very positive as they were able to convey important information with both her and her daughter in a very compassionate way. Ms. Conte shared that the maintenance team has leaned into the recent changes with a positive attitude and she plans to bring the results of the new feedback cards that are given out after every work order is complete to a future meeting.

7.3.2 Housing Choice Vouchers Report

Ms. Westby presented the Housing Choice Voucher Report that highlights current data. Utilization is still at 83% with a goal to ensure it does not decrease during shortfall even though BHA is not allowed to issue new vouchers other than those for the RAD conversion. January 2026 was also a record setting month for rent increase requests by landlords which is most likely due to the new state laws going into effect.

Also, the Housing teams are taking on significant additional work since they are currently short-staffed. They are in the process of hiring for several positions. Commissioner Hilt inquired if the positions were entry level. Ms. Westby shared that the positions were currently closed for applications but there were several entry level positions. Ms. Conte added that anyone who may be interested can schedule and informational interview to discuss their interests at any time.

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 2026 REGULAR MEETINGS:** March 23, and April 27, 2026.

Housing Committee Meeting: April 23, 2026

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:24 p.m.

Jill Stanton

Executive Secretary

Ryan Burton

Chair of the Board

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