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## BHA MINUTES

MINUTES OF THE REGULAR HYBRID MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD REMOTELY ON MARCH 23, 2026.

1. **CALL TO ORDER:** Meeting was called to order at 5:38 p.m.

2. **ROLL CALL:**

**Present:**

Chair Ryan Burton  
Vice Chair Jeff Flood  
Commissioner Joan Hanten

Commissioner Diane West  
Commissioner Susie Beil

**Excused:**

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  
Carlita Alegria, CMS Director  
Tory Quinn, Director of Development & Acquisitions  
Katie Sharp, Communications Manager  
Lorna Camacho, Chief of Staff (Minute Taker)

**Also Present:**

Monica Bernhard, Kitsap Mental Health Services

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** Chair Burton welcomed Monica Bernhard of Kitsap Mental Health Services and thanked her for attending the meeting. Ms. Bernhard, representing Kitsap Mental Health Services, presented Jill Stanton, BHA Executive Director, with a Community Partner Award in recognition of her leadership and collaborative contributions to the community.

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 23, 2026

6.1.1 Approval of the Special Board Minutes: February 12, 2026

6.1.2 Approval of the Finance Committee Minutes: February 19, 2026

6.2 Approval of Cash Disbursements –  
February, 2026: \$26,142,993.21

6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –  
February, 2026: No Write-offs

6.4 Approval of Write-offs for the Section 8 Housing Choice Voucher program -  
February, 2026: No Write-offs

6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -  
February, 2026: 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:**

Ms. Stanton reported that it was awarded the 2025 Family Self-Sufficiency (FSS) grant in the amount of approximately \$106,000, with funds to be utilized in 2026. The award was anticipated and will provide necessary administrative support to adequately staff and expand the FSS program.

Staff noted that the program continues to progress well, with improvements in participant outcomes, including plans to hold graduations annually. Overall, the FSS program is performing successfully and showing positive growth.

Ms. Stanton reported that BHA has been assigned a Shortfall Prevention Manager and met with him earlier this month. At this time, BHA will continue to adhere to shortfall requirements.

The manager indicated that BHA will not automatically remain in shortfall status based solely on the prior year; however, updated budget information and two-year tool projections are still pending. A follow-up meeting is scheduled for April.

If projections determine that BHA is not in shortfall, normal operations, including resuming leasing, will be reinstated.

2. **Partners and Advocates:**

Ms. Stanton reported that planning efforts for the Sheridan Village tiny home project are moving forward; however, the path to implementation remains uncertain. Recent state legislation, House Bill 2266, may help streamline the development of shelter and transitional housing, and staff are evaluating its potential impact on permitting and zoning requirements.

A letter has been submitted to the City of Bremerton to initiate the permitting process for the tiny home village, and BHA has requested a meeting with the City's planning team but has not yet received a response.

In the interim, staff are preparing for community outreach and engagement with neighbors near the proposed site, to occur once additional direction is received from the city.

Ms. Stanton reported on pending federal legislation that may impact VASH voucher participants, including potential provisions that would allow certain participant income to be excluded from rent calculations.

The Senate recently passed the 21st Century ROAD to Housing Act with strong bipartisan support, and the bill is expected to return to the House for final consideration. If enacted, the legislation would expand HUD housing programs and include provisions benefiting VASH participants.

Staff will continue to monitor the legislation and assess its impact once final details are available.

Ms. Stanton expressed encouragement regarding the increased focus on affordable housing and shelter development at both the local and federal levels.

3. **Financial Strength:**

Ms. Quinn reported ongoing issues with mini split systems not functioning properly in certain units, potentially related to how the units were originally plumbed. A vendor was initially identified to complete full system replacements; however, after further evaluation, staff determined that repairing the existing units is a more appropriate and cost-effective approach.

The necessary repair work was not previously budgeted, but sufficient unrestricted funds are available to cover the expense. In accordance with policy, any contract exceeding the Executive Director's spending authority will be presented to the Board for approval.

Due to timing considerations, the matter was discussed with the Board Chair prior to executing a contract, consistent with established practice. Work is scheduled to begin on March 24, 2026.

4. **Organizational Capacity:**

Ms. Stanton reported the recent passing of a long-term employee, noting this has been a difficult time for the agency. Staff are being supported through available resources, including access to grief counseling and the ability to take time off as needed. BHA has remained in contact with the employee's family and is providing assistance with benefits information and other appropriate support. The family has indicated plans to hold off on holding services for a couple of months.

5. **Other Reports:**

There were no further items to report at this time.

7.1.2 Resolution B26-02 Ratifying the Contract Executed by Executive Director to Contract for the Retrofit of Mitsubishi Mini-Split System with Copper Lines

Ms. Quinn reported that Property Management staff identified issues with the mini-split systems at Wheaton Landing, which have impacted the ability to adequately heat both occupied and vacant units. Several options to address the deficiencies were evaluated.

BHA received a quote from the original installer in the amount of \$41,099.36 to repair the system; however, due to prior installation issues and concerns regarding reliability, staff had limited confidence in this option. A separate proposal from Avalon to replace the entire system totaled \$280,826.16, which was determined to be neither feasible nor necessary.

BHA also received an estimate from Mayda to replace the existing mini-split system piping with copper tubing. This approach would retain the existing equipment while removing faulty piping and fittings and include a warranty for the work. Mayda has prior experience working with BHA, including installation of Mitsubishi cooling systems at Bay Vista Commons, and regularly services similar systems.

Although this work was not included in the current budget, it is considered urgent to ensure compliance, restore full functionality, and enable leasing of vacant units. The project will also address heating issues in occupied units and allow BHA to house approved applicants who are currently unable to move in. Board approval and resolution are required to proceed.

☞ **Chair Burton called for a motion to approve Resolution B26-02 Ratifying the Contract Executed by the Executive Director to Contract for the Retrofit of Mitsubishi Mini-Split System with Copper Lines as presented. Commissioner Beil moved for approval of motion. Commissioner Hanten seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

**7.2 Finance:** There are no Finance items.

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

#### 7.3.1 Housing Operations Summary Report

BHA reported that unit turn activity has been added to the monthly reporting this month; this is a new metric not previously included. Staff are still working on refining the process for extracting and presenting this information.

Vacancy rates across properties have remained stable or have decreased.

The Community Connections staff reported that there is currently no new information from the City of Bremerton regarding the approved funds for 2026. Although funds have been approved for 2026, they have not yet been disbursed.

A highlight for the month was the annual Housing Leadership Team (HLT) retreat. The retreat provided an opportunity for leadership staff to strengthen teamwork, enhance leadership skills, and engage in long-term planning for the year ahead. Activities included team-building exercises using Legos to better understand individual working and learning styles, reflection on progress made in 2025, development of team identities across Housing Choice Voucher (HCV) and Housing

Operations divisions, and a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis to inform future planning.

Board member Beil noted appreciation for the inclusion of January and February comparative data.

#### 7.3.2 Housing Choice Vouchers Report

Ms. Westby reported that offers have been extended and accepted for open positions. Onboarding and training processes will begin in the coming weeks. The next two weeks are expected to be challenging as the team transitions through staffing changes.

Leadership acknowledged and commended remaining staff for managing increased workloads while operating with reduced staffing levels. Staff have demonstrated strong collaboration and teamwork to maintain operations during this period. BHA noted it is currently navigating a transitional phase as new hires are onboarded and integrated into the organization.

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.

7.7 **Development:** Comments by Ms. Quinn.

##### 7.7.1 Resolution B26-03 Authorize the Executive Director to Contract for Consulting Services with Lotus Development Partners to Perform Pre-Development Activities

Following the executive session, the Board considered a request from Ms. Quinn to approve unbudgeted funds exceeding the Executive Director's current approval authority. The request is to authorize the Executive Director to execute a consulting contract with Lotus Development Partners, LLC, in an amount not to exceed \$127,500, to be paid monthly at \$12,750 over an anticipated 10-month period.

The consulting services will support pre-development and feasibility analysis related to the potential acquisition of the Max Hale Center in downtown Bremerton, currently owned and operated by Catholic Community Housing Services (CCHS). The feasibility work will evaluate the viability of a planned Low-Income Housing Tax

Credit (LIHTC) syndication and support due diligence associated with the potential transfer of ownership, including debt and grant responsibilities.

Lotus Development Partners was selected from BHA's approved development consultant roster following a recent RFQ process and brings relevant experience with affordable housing development and redevelopment of historic properties.

The Board approved the amended Resolution request, allowing the Executive Director to proceed with execution of the contract.

☞ **Chair Burton called for a motion to approve Resolution B26-03 as amended Authorize the Executive Director to Contract for Consulting Services with Lotus Development Partners to Perform Pre-Development Activities as presented. Vice Chair Flood moved for approval of motion. Commissioner West seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

7.7.2 Resolution B26-04 Authorize the Executive Director to Contract for Consulting Services with Beacon Development Group to Manage the Renovation and Financial Repositioning of the Firs and Tamarack Apartments

The Board considered a request from Ms. Quinn to approve unbudgeted funds exceeding the Executive Director's current approval authority and to authorize the Executive Director to execute a consulting contract with Beacon Development Group to manage the renovation and financial repositioning of the Firs and Tamarack apartment complexes.

The Firs and Tamarack properties, owned by BHA, require significant capital improvements to ensure long-term viability, safety, and resilience. The proposed redevelopment will utilize Low-Income Housing Tax Credits (LIHTC) to support financing, similar to other repositioning efforts currently underway within BHA's portfolio.

Beacon Development Group, selected from BHA's approved development consultant roster following a recent RFQ process, brings extensive experience with LIHTC-funded rehabilitation projects and has been engaged in discussions with staff regarding their approach and capacity.

The consulting contract is not to exceed \$1,400,000 and will be paid in installments tied to project milestones and LIHTC equity draws. Beacon will not be paid until financial closing, anticipated to occur in approximately 18 months, with construction and closing activities extending beyond that timeframe. The total development fee

for the project is approximately \$6.3 million, of which \$1.4 million will be allocated to Beacon, with the remainder retained by BHA and distributed through development fee installments.

Commissioner Beil noted that the contract name was not clearly reflected in the associated resolutions.

The Board approved the amended Resolution and authorized the Executive Director to proceed with execution of the consulting contract.

- ☞ **Chair Burton called for a motion to approve Resolution B26-04 as amended Authorize the Executive Director to Contract for Consulting Services with Beacon Development Group to Manage the Renovation and Financial Repositioning of the Firs and Tamarack Apartments as presented. Commissioner Beil moved for approval of motion. Commissioner West seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

**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 6:13 p.m. for a period of 17 minutes. The session continued for another 9 minutes and adjourned at 6:39 p.m. Regular portion of board session reconvened at 6:39 p.m.

**9. UNFINISHED BUSINESS:** None.

**10. NEW BUSINESS:** None.

**11. FUTURE 2026 REGULAR MEETINGS:** April 27, and May 18, 2026.

Housing Committee Meeting: April 23, 2026

**12. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:45 p.m.

*Jill Stanton*

Executive Secretary

*Ryan Burton*

Chair of the Board

SEAL

