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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 APRIL 27, 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 Diane West
Commissioner Susie Beil
Commissioner Victoria Hilt

BHA Staff Present:

Jill Stanton, Executive Director
Wendy Westby, HCV Program & Housing Projects Director
Anne Conte, Housing 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)

3. **PUBLIC COMMENT:** Comments from the public were provided by Janice Allison.

4. **CHAIR COMMENTS:** Chair Burton reported that he attended the Risk Assessment conducted by the State Auditor. He noted that the meeting went well and provided a valuable opportunity to review current practices and identify areas of focus. Chair Burton expressed his appreciation for the collaborative nature of the process and indicated that he looks forward to participating in the assessment again next year.

5. **COMMISSIONER COMMENTS:** Commissioner Hilt shared her experience working with the consultant, ECO Northwest, on the strategic planning project. She expressed appreciation for the thorough work being done to gather data. Commissioner Hilt noted that positive changes are beginning to take shape, with residents starting to recognize new opportunities. She also highlighted the value of recent conversations with residents and thanked staff and fellow board members and leadership for their commitment in supporting this ongoing effort.

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: March 23, 2026

6.2 Approval of Cash Disbursements –
March, 2026: \$27,359,837.24

6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
March, 2026: \$13,768.56

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

6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
March, 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 ongoing challenges related to the agency’s shortfall status, noting that this issue will continue to be a focus until resolved. It was shared that recent coordination with HUD has been complicated by turnover in assigned account managers, resulting in a canceled meeting and some frustration as the agency works toward exiting shortfall. Ms. Stanton emphasized that efforts to address the situation remain ongoing.

HUD has provided a new two-year projection tool indicating a potential continued shortfall; however, staff are still analyzing the tool and cannot confirm its accuracy until the new budget is received. In the interim, the agency must continue to follow shortfall protocols, including pausing the issuance of new vouchers. This restriction

does not apply to VASH or FYI voucher programs. The agency was awarded an additional 15 VASH vouchers outside of its regular allocation and is proceeding with issuing 10 to 15 FYI vouchers in the coming months. Ms. Stanton also noted the importance of reaching a 90% utilization rate, in coordination with Olive Crest, before additional vouchers can be issued.

Ms. Stanton reported on ongoing efforts in support of the voucher program, including engagement with a national advocacy organization known as RESULTS. While not previously familiar with the group, staff shared that there will be participation in an upcoming regional conference in Kitsap, including serving on a panel alongside the Executive Director of Housing Kitsap to provide education and information about local voucher programs. Board members were encouraged to reach out to Ms. Stanton if they are interested in learning more or participating, noting that this is an important effort and a valuable use of time and resources.

2. **Partners and Advocates:**

Ms. Stanton provided an update on shelter planning and zoning efforts. A zoning code application has been submitted to extend the allowable duration of an encampment shelter from six months to three years. Ms. Stanton has met with the City Planning Department and is pursuing approval to allow the use in multiple locations throughout the city, rather than limiting it to a single property. As part of these discussions, staff indicated a willingness to adjust elements of the proposal to better align with long-term strategies. Several community partners have expressed interest in supporting the project.

Ms. Stanton also reported progress on the proposed tiny home shelter units, noting that a pre-application meeting with the city is scheduled for May 9. The project is anticipated to move forward quickly following that meeting, with plans to proceed using the LIHI tiny home shelter units.

Ms. Stanton reported an additional update not included in her report regarding the approval of a loan through the Washington State Housing Finance Commission (WSHFC) in support of a land banking initiative. The identified property is currently a parking lot and will be held as vacant land for future development of an affordable housing project. The loan carries an eight-year term with a one percent interest rate, and staff anticipate that the project will be developed prior to the end of the loan period. This effort aligns with long-term development strategies and supports participation in the WSHFC program.

Ms. Stanton reported that she had met with two neighbors and described the conversations as productive and positive, with meaningful progress being made. Outreach efforts are ongoing, and staff will continue engaging with neighbors moving forward.

3. **Financial Strength:**

Ms. Stanton reported that Chair Burton and she met with the State Auditors to discuss risk and internal controls. Board members were advised that any follow-up communication from the auditors will be coordinated through Lorna.

4. **Organizational Capacity:**

Ms. Stanton reported that three new property managers joined the team last week and expressed enthusiasm about the new additions. Ms. Conte and Ms. Westby are actively working with new staff on onboarding and training, with an emphasis on the importance of serving residents effectively. Staff noted that, while progress is being made and the organization is moving in the right direction, it will take some time to fully stabilize staffing levels and operations.

5. **Other Reports:**

Ms. Stanton reported that she has been appointed to serve as the Public Housing Authority representative of the State Advisory Council on Homelessness (SACH), with a term running through 2027. The AWHHA group has expressed strong support for this appointment. While this role will require increased time commitment, Ms. Stanton emphasized the importance of this work and the opportunity it provides to contribute at the state level. Ms. Stanton shared that she is honored by the appointment and hopeful for the opportunity to continue serving in this capacity beyond the current term.

Commissioner Beil acknowledged and commended the work that Ms. Stanton has done into developing her team and expressed appreciation for her ability to support broader engagement opportunities as a result. Ms. Stanton also said that Commissioner Beil may find herself accompanying Ms. Stanton to some of the meetings in the future.

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 acknowledged the three new hires and noted that during periods of staffing transition, residents often look to the organization for clear communication. She shared that an introductory letter outlining recent changes and staff updates will be distributed no later than Monday.

Ms. Conte reported that March data reflects stable or decreasing vacancy rates, which was noted as positive progress. She highlighted ongoing work in maintenance and community engagement, including a high volume of work orders related to NSPIRE inspections and April preparation activities. Maintenance and property management staff have been conducting pre-inspections to ensure readiness for all inspections, a practice that has been discussed in detail during the Housing Committee meeting held on April 23, 2026.

Ms. Conte also noted that Community Connection received the disbursed funds from the City. She reported that Project FREE, which had experienced a prolonged vacancy in the FSS position, has now been filled again. While April waitlist numbers may not be impacted, the May waitlist numbers will.

Additional updates included the Housing annual departmental retreat held in March, which focused on team building, skill development, and planning for the year ahead. Ms. Conte shared ongoing work related to strengthening team identity, including coordination with marketing on potential branding elements such as stickers and related materials. Efforts are also underway to advance customer service goal initiatives.

Ms. Conte reported meetings with staff from the office of Senator Patty Murray and Senator Maria Cantwell herself. She also noted that staff from IT and Finance attended the Yardi Forum at the end of March, describing it as a valuable professional development opportunity.

Finally, Vice Chair Flood commended Ms. Conte and her staff for their effective work during the event.

7.3.2 Housing Choice Vouchers Report

In March, staff shared the challenges experienced with the way the inspection software was set up and the steps taken to successfully address and resolve those issues. Ms. Westby reported that property inspections are now actively underway. Updates were also provided on staffing, including the onboarding of new staff

members, as well as notification received that a Housing Specialist is leaving the organization.

Ms. Westby reported on her attendance at the Yardi forum, noting enthusiasm regarding the new directions and new tools it may offer the organization.

Commissioner Hilt inquired about the timing of the BHA HCV Program survey. In response, staff indicated that Eco Northwest is expected to distribute the survey today or no later than tomorrow. The survey is expected to include questions similar to those used in the prior year.

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

7.5 **Contract Management Services:** There are no CMS items.

7.6 **Business Solutions Reporting:** Comments by Ms. Stanton in Mr. Schanne's absence.

7.6.1 Resolution B26-05 Authorize the Executive Director to Contract with Uncommon Bridges for Services to Facilitate Community Outreach for Developing the Sheridan Road Site

Ms. Stanton presented Resolution B26-05 seeking authorization for the Executive Director to contract with Uncommon Bridges to provide community outreach services related to the development of the Sheridan Road site. Ms. Stanton noted that the scope of community outreach will be broader than initially anticipated and that this approach made strong sense in terms of project needs.

Although Uncommon Bridges was not selected for the prior strategic planning consultant work, they stood out for this specific engagement due to their demonstrated strength in community outreach. The contract is anticipated to last approximately seven months and will be funded as part of development expenses.

Commissioner Beil expressed excitement and support for the project and noted they are looking forward to the work ahead. Ms. Stanton also shared that the kickoff meeting is scheduled for Wednesday, April 29, 2026.

☞ **Chair Burton called for a motion to approve Resolution B26-05 Authorizing the Executive Director to Contract with Uncommon Brides for Services to Facilitate Community Outreach for Developing the Sheridan Road Site 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:** None.
- 9. **UNFINISHED BUSINESS:** None.
- 10. **NEW BUSINESS:** None.
- 11. **FUTURE 2026 REGULAR MEETINGS:** May 18, and June 22, 2026.

Finance Committee Meeting: May 14, 2026
Housing Committee Meeting: June 18, 2026

12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:10 p.m.

Carlita Alegria, Acting Executive Director

Executive Secretary

Chair of the Board

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