BREMERTON HOUSING AUTHORITY

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BHA HOUSING & FINANCE COMMITTEE MINUTES

HOUSING & FINANCE COMMITTEE MEETING OF THE BOARD OF COMMISSIONERS OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD REMOTELY, AT 4:00 PM ON JUNE 18, 2026.

1. **CALL TO ORDER:** Meeting was called to order at 4:00 P.M.

2. **ROLL CALL:**

Present:
(Subchair) Diane West
(Subchair) Ryan Burton
Commissioner Victoria Hilt

Absent:
Commissioner Joan Hanten
Commissioner Susie Beil
Commissioner Nancy Zellers

Also Present:
Janiece

BHA Staff Present:

Anne Conte	Housing Director
Wendy Westby	HCV Program & Projects Director
Windy Epps	Finance Director
Jill Stanton	Executive Director
Tim Schanne	BS Director
Katie Sharp	Communications Manager
Tory Quinn	Development and Acquisition Director
Lorna Camacho	Chief of Staff/Minute Taker

3. **SUBCHAIR COMMENTS:** Subchair West stated that the June Board meeting would be her final meeting, as she will be relocating out of state. She expressed her appreciation for the opportunity to serve and noted that she looks forward to seeing the continued growth of BHA.

   Subchair Burton commented that the Board greatly appreciates Subchair West's housing expertise, dedication, and service. He noted that her contributions have been invaluable and that she will be greatly missed.

4. HOUSING REPORTING: Comments by Ms. Conte & Ms. Westby.

   4.1 Annual Plan & Five-Year Capital Improvement Plan

   Ms. Westby presented the BHA Annual Plan and Five-Year Capital Improvement Plan. She explained that the Annual Plan is a HUD requirement and is tied to the agency's Five-Year Plan. Each year, BHA is required to submit specific information to HUD. Because BHA maintains its High Performer status, the amount of information required in the Annual Plan is reduced.

Ms. Westby reviewed the Annual Plan and highlighted proposed new activities, including the potential use of the Faircloth-to-RAD program, which could involve demolition and redevelopment activities. The plan also includes the use of project-based vouchers.

Ms. Westby reported that a public meeting was held as part of the Annual Plan process; however, no members of the public attended. The public comment period will conclude following comments received at the Board meeting on Monday, June 22, 2026.

Ms. Westby then reviewed the Five-Year Capital Improvement Plan. She explained that the plan outlines how BHA intends to allocate approximately $500,000 annually in capital funds over the next five years. Planned improvements are distributed across BHA's three properties. For the first year of the plan, proposed projects include ventilation improvements at Summit, heating system improvements at Bay Vista South & West, and landscaping improvements at various sites. The plan will be presented to the Board for approval and subsequent HUD review.

Commissioner Hilt asked how capital improvement priorities are determined, noting that the topic was raised by residents during discussions of the plan. Ms. Westby explained that resident feedback, including input received through the RAD process, is considered during plan development. She noted that the Annual Plan includes a request for formal feedback from the Resident Advisory Board (RAB), which will be included in the submission package.

Ms. Westby stated that staff will request Board approval of both plans at the next Board meeting, after which the plans will be submitted for mayoral approval. The Annual Plan is scheduled for submission to HUD in July and is due in October.

4.2 Customer Service Survey Results

Ms. Westby presented a PowerPoint overview of the 2025 and 2026 Housing Choice Voucher (HCV) Participant Satisfaction Survey results. The survey was conducted from April 27 through May 11, 2026, and reflected several significant organizational changes that occurred during the past year. These changes included Housing Executive leadership completing a full year of tenure with BHA, HCV staff fully returning to in-person work, the Housing Services Office opening and serving clients five days per week, expanded RENTCafe capabilities that allow participants to complete additional processes online such as change-of-circumstance requests and annual recertifications, a temporary hold on new voucher issuance due to the agency’s current shortfall status, and the hiring of new staff in several key areas with onboarding and training underway.

Ms. Westby explained that the survey was anonymous and consisted of one qualifying question to ensure respondents met the participation criteria, 13 closed-ended questions, one open-ended question, three technology-related questions, and three optional demographic questions. The survey achieved a 20% response rate and a 17% completion rate.

She reviewed the qualifying question results, including respondents’ city of residence, length of participation in the Housing Choice Voucher program, and the timing of their most recent contact with BHA. Survey results indicated that 18.3% of respondents in 2025 had been enrolled in the program for less than one year, representing a smaller percentage than in 2026. Ms. Westby also highlighted communication-related findings, noting that 84% of respondents reported confidence in knowing how to contact BHA, while 16% indicated they were not confident. This reflects a slight improvement compared to previous survey results. Additional questions focused on participants' knowledge of how to contact their assigned housing specialist, the tools and resources they found most helpful, and their preferred methods of interaction with BHA.

The survey found that RENTCafe remains the preferred method of interaction for many participants, demonstrating the value of the agency's continued investment in the online portal. Respondents were also asked to rate their experiences with BHA services. Overall satisfaction increased from an average rating of 3.9 in 2025 to 4.0 in 2026. Ms. Westby noted a comment from a respondent indicating they would not work with vendors rated below four stars, suggesting that the agency's satisfaction rating reflects positive progress and ongoing improvement.

Open-ended responses showed an increase in positive comments compared to prior years. The primary concerns expressed by respondents related to difficulties reaching some staff members and interest in learning more about homeownership opportunities and programs.

Technology-related responses indicated that most participants primarily access the internet through smartphones. Ms. Westby emphasized the importance of keeping mobile accessibility in mind when implementing technology solutions and online services. She also reviewed the optional demographic questions regarding race/ethnicity, age category, and gender. Committee members noted that some participants may not feel comfortable disclosing race or ethnicity information.

Following the presentation, Committee members requested that Ms. Westby share her presentation materials.

5. **FINANCE REPORTING:** Comments by Ms. Epps.

5.1 Financial Report for the Second Quarter of FY 2026

The Housing & Finance Committee met on June 18, 2026, to review the Bremerton Housing Authority's (BHA) second quarter financial performance for Fiscal Year 2026. Staff reported that unrestricted cash at the end of March totaled approximately $20.5 million, with the majority held in general operations (CMS) and approximately $4.7 million designated for affordable housing activities. Unrestricted cash has declined by approximately $2.2 million since October 1, 2025, primarily due to the acquisition of the maintenance facility and increased receivables related to Bay Vista South and West. Restricted cash remained relatively stable, decreasing slightly from $7.5 million to $7.46 million, a reduction of approximately $40,000.

Ms. Epps reviewed capital investments and reported that BHA budgeted $1.5 million for the maintenance building project and has expended approximately $1.1 million to date. Additional work is anticipated, and staff expects to utilize a portion of the remaining budget. Debt obligations remained largely unchanged during the quarter, although modest reductions were noted in real estate mortgage balances for Bay Vista Commons, Wheaton Landing, and Blueberry Park.

The income statement summary total revenues exceeded budget by approximately $10.5 million, primarily due to higher Housing Assistance Payment (HAP) activity within both the

CMS and Housing Choice Voucher (HCV) programs. Expenses were also over budget by approximately $10.5 million, reflecting the corresponding pass-through HAP payments. Net operating income through March totaled approximately $37,900 compared to a budgeted year-to-date amount of $120,000, resulting in a variance of approximately $83,000 below budget. Rental income exceeded budget by approximately $714,000, largely attributable to Blueberry Park. HAP-related expenses were approximately $1.2 million over budget, and Ms. Epps reported ongoing coordination with HUD to obtain reimbursement and bring HAP funding current.

Within the Housing program, total revenue exceeded budget by approximately $339,000, primarily due to HAP activity. Rental income was approximately $214,000 above budget, while grant revenue was below projections. Housing expenses overall were reported as under budget. Staff noted that the HCV program currently reflects a loss; however, this is expected to improve significantly once outstanding HAP reimbursements are received. The HCV program also generated approximately $100,000 in additional administrative fee revenue. Family Self-Sufficiency (FSS) revenues were below budget due to a vacant position, and administrative salary and labor costs were also lower than budget because of ongoing vacancies. Tenant services activity remained relatively unchanged during the quarter.

The committee also reviewed CMS operations. A significant variance was reported in CMS HAP revenue, with actual revenues totaling approximately $132.7 million through March compared to a budgeted amount of $123 million. Ms. Epps provided a detailed breakdown of CMS revenues and expenditures. CMS expenses reflected savings in administrative salaries due to vacancies, higher-than-budgeted legal expenses, and lower expenditures for travel and training.

For Bay Vista Commons, tenant rental revenue exceeded budget expectations; however, this gain was partially offset by a reduction in Medicaid grant revenue. Ms. Epps emphasized the importance of monitoring total operating cash, noting that this measure represents the amount of cash reserves required to maintain approximately one month of budgeted operating expenses. The committee also reviewed information regarding BHA's Low-Income Housing Tax Credit (LIHTC) partnerships as part of the quarterly financial update.

6. **FUTURE HOUSING & FINANCE COMMITTEE MEETING:**

August 20, 2026, at 4:00 P.M. – Finance
September 24, 2026, at 4:00 P.M. - Finance
October 22, 2026, at 4:00 P.M. - Housing

7. **ADJOURNMENT:** There being no further business meeting adjourned at 4:53 P.M.

Jill Stanton

Executive Secretary

Chairperson of the Board

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