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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 JUNE 22, 2026.

1. **CALL TO ORDER:** Meeting was called to order at 5:32 p.m.

2. **ROLL CALL:**

   Present:
   Chair Ryan Burton
   Vice Chair Susie Beil
   Commissioner Joan Hanten
   Commissioner Victoria Hilt
   Commissioner Nancy Zellers

   Absent:
   Commissioner Diane West

   BHA Staff Present:
   Carlita Alegria, CMS Director
   Wendy Westby, HCV Program & Housing Projects Director
   Anne Conte, Housing Director
   Windy Epps, Finance Director
   Tory Quinn, Director of Development & Acquisitions
   Lorna Camacho, Chief of Staff (Minute Taker)

   Also Present:
   Janiece
   Kathy

3. **PUBLIC COMMENT:** None.

4. **CHAIR COMMENTS:** None.

5. **COMMISSIONER COMMENTS:** Commissioner Hilt commended the housing team for its engagement with the Resident Advisory Board (RAB) during the Annual Plan review process. She expressed appreciation for the team's efforts to actively seek resident comments and feedback, noting that the discussions reflected positive sentiment toward BHA and its housing initiatives. Commissioner Hilt stated that these accomplishments should be recognized and celebrated. She also brought to the Board's attention the strong support expressed by residents for BHA's housing efforts, particularly regarding the Sheridan property. According to feedback received through the RAB process, residents want the Board to know they support the project

and believe BHA should take the necessary steps to ensure its success. Commissioner Hilt emphasized that BHA has the support of the RAB in moving these efforts forward.

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: April 27, 2026
6.1.1 Approval of Housing Committee Minutes: April 23, 2026
6.1.2 Approval of Special Board Minutes: May 28, 2026

6.2 Approval of Cash Disbursements –
April, 2026: $26,435,904.89
May, 2026: $27,835,306.77

6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –
April, 2026: No Write-offs
May, 2026: $174.19

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

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

☞ **Chair Burton called for a motion to approve the Consent Agenda as presented. Commissioner Hanten moved for approval of motion. Commissioner Zellers 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. Camacho & Ms. Quinn.

Ms. Camacho reported that Ms. Stanton was unable to attend the meeting due to a personal matter. Board members were advised that the Executive Director's Report was included in the meeting packet and that any questions regarding the report should be directed to Ms. Camacho for follow-up.

Ms. Quinn provided an update on the Sheridan shelter project. She reported that the Bremerton City Planning Commission met on June 15, 2026, to consider BHA's request for a zoning code amendment that would allow temporary encampments at the Sheridan site to remain in place for up to three years rather than the current six-month limit. Public comments were received from both supporters and opponents of the shelter project and proposed zoning amendment, with a greater number of comments submitted in opposition.

Ms. Quinn stated that the purpose of the June 15, 2026, meeting was to prepare for an additional public workshop scheduled for July 20, 2026. She noted that BHA had requested that the City limit the process to a single workshop in order to expedite consideration of the amendment due to project timelines and funding deadlines; however, the request was not approved. BHA anticipates continued public participation at the July meeting from both supporters and opponents of the project.

Ms. Quinn reaffirmed BHA's commitment to working collaboratively with the City and stated that the agency does not intend to pursue legal action or engage in public disputes regarding the project. She noted that the City originally requested BHA's involvement in addressing shelter needs and that, with the support of its partners and Board, BHA intends to continue pursuing the shelter project unless zoning or development restrictions ultimately prevent it from moving forward.

Ms. Quinn explained that following the July 20, 2026, Planning Commission meeting, the proposed zoning amendment may proceed through additional review, including a recommendation from the Planning Commission to the City Council. If recommended for approval, the City Council could consider the amendment later this year. She acknowledged that the timeline presents challenges but stated that BHA will continue to explore all available options.

Ms. Quinn further reported that BHA and its partners continue to receive significant public attention regarding the shelter project. She stated that BHA will continue implementing its outreach plan and engaging stakeholders respectfully as the process moves forward. She also informed the Board that discussions with the City's planning department regarding permitting requirements and associated costs are forthcoming. While BHA has not yet billed the City for pre-development work, additional project-related costs may need to be discussed and planned for as the project advances.

7.2 Finance: Comments by Ms. Epps.

7.2.1 Financial Report for the Second Quarter of FY 2026

The Finance Committee met on June 18, 2026, to review the Bremerton Housing Authority's financial performance through the second quarter of Fiscal Year 2026.

Ms. Epps reported that unrestricted cash totaled $20.6 million as of March 31, 2026, representing a decrease of $2.0 million since the beginning of the fiscal year. The reduction was primarily attributed to the acquisition of the Maintenance Building, payments related to Bay Vista West and Bay Vista South, scheduled debt payments, and a decrease in overall payables.

Restricted cash totaled $7.5 million and remained relatively stable during the fiscal year, decreasing by approximately $40,000 from the beginning of the year.

The Committee concluded that BHA remains financially stable and will continue to monitor operating results, cash balances, and budget performance throughout the remainder of the fiscal year.

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

7.3.1 Housing Summary Report

Ms. Wendy reported on the Housing Choice Voucher (HCV) program, noting that the May report was the primary focus of review. She stated that utilization has increased; however, the program continues to operate in a shortfall position. Ms. Wendy also noted that end-of-participation activity, including households exiting the program, continues to impact overall utilization trends. She observed that current patterns are inconsistent compared to the same period last year, contributing to variability in program performance.

Ms. Conte provided an operations update across BHA properties. She reported an increase in Data 1 activity at Bay Vista South. At The Firs senior housing, four vacant units are currently undergoing rehabilitation. At Tamarack, vacancy rates are trending downward, and staff expressed optimism regarding continued occupancy improvements.

Regarding BBSP, Ms. Conte noted that as of this afternoon of the report, one additional family was housed at Wheaton Landing. Overall, the portfolio vacancies are approximately 5%. Pendleton Place remains stable, and staff continue to focus on timely unit leasing and maintaining occupancy.

Ms. Conte discussed long-term vacancies and contributing factors, noting ongoing efforts to address these units. She also reported continued improvement in maintenance operations, with fewer work orders exceeding 30 days and an overall completion rate of approximately 85%.

She further noted that unit turnover remains low, with approximately three to six turnovers, reflecting limited resident movement. Finally, Ms. Conte reported that Community Connections Project (FSS) participation is increasing again following the addition of an FSS Program Coordinator.

During May, significant progress was made on several initiatives aimed at improving both staff workspaces and resident community spaces. A major highlight was the completion of the remodel of the Property Management and Community Connections offices at the Summit. The project focused on creating a safer, more customer-oriented environment by increasing natural light, improving functionality, and reconfiguring the office layout to better support collaboration and engagement between staff and residents. The redesign also includes flexible, revolving workspaces that allow staff from different departments to work on-site as needed, promoting greater efficiency and teamwork.

Additional improvements were made at Wheaton Landing, where new furniture has been installed in the community room. The space has been designed to be accessible and welcoming for residents, community partners, and BHA staff, providing a versatile location for meetings, events, and other activities. The room can be easily reconfigured to accommodate a variety of uses, and plans are underway to implement a reservation system.

The department has also continued to operate effectively despite the absence of the Housing Operations Manager due to health-related issues. We would like to extend our sincere appreciation to the Finance Department for lending us Crystal Clemens during this time. Crystal's support has been invaluable in helping maintain housing operations and ensuring continuity of service while our team member is away.

7.3.2 Resolution B26-07 Approving Max Hale SRO Contract

Ms. Westby presented the annual Housing Assistance Payments (HAP) contract for the Single Room Occupancy (SRO) program administered at the Max Hale property, operated by Catholic Housing Services. The contract covers the period from June 1, 2026, through May 31, 2027. Ms. Westby recommended approval of the contract to continue providing rental assistance to eligible residents at the property.

☞ **Chair Burton called for a motion to approve Resolution B26-07 Approving Max Hale SRO Contract as presented. Commissioner Hilt moved for approval of motion. Vice Chair Beil seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

7.4 Human Resources: There are no HR items.

7.5 Contract Management Services: Comments by Ms. Alegria.

7.5.1 CMS Updates

ISO External Audit Completed

Ms. Alegria reported that the CMS and Business Solutions teams successfully completed the organization's external ISO 9001:2015 audit in April 2026. The comprehensive 2.5-day audit resulted in no findings and no recommendations from the external auditor. Ms. Alegria expressed appreciation to the CMS and Business Solutions teams for their work in achieving this successful outcome.

CMS Owners & Agents Engagements

Ms. Alegria reported that CMS hosted its first virtual "Coffee & Clarity" session for Owners and Agents on May 6, 2026. The event provided an informal opportunity for stakeholders to engage directly with CMS management staff, ask questions, and discuss HUD compliance topics, operational challenges, and industry trends. Ms. Alegria noted that the session generated strong participation and engagement, and that HUD staff have expressed interest in CMS's stakeholder engagement efforts.

CMS Training for Hawaii Public Housing Authority

Ms. Alegria reported that CMS successfully completed its quarterly webinar in June, presented by the Contracts team, which focused on HUD multifamily contract renewal options and related compliance requirements.

Ms. Alegria also reported that CMS provided a three-day, in-person training session for the Hawaii Public Housing Authority (HPHA) during the week of May 6, 2026.

The training focused on HUD compliance requirements and HUD Secure Systems. Ms. Alegria noted that HPHA was previously a CMS subcontract partner, and the training provided an opportunity to strengthen the relationship and support potential future subcontracting opportunities.

7.6 Business Solutions Reporting: There are no BS items.

7.7 Development: Comments by Ms. Quinn.

7.7.1 Resolution B26-08 Authorizing the Approval of a Pre Development Budget and the Procurement Management Plan in Connection with the Firs and Tamarack Repositioning Project

Ms. Quinn requested Board approval of the Predevelopment Budget and Procurement Management Plan for the repositioning of The Firs and Tamarack apartment communities. Ms. Quinn noted that the request is similar to the process previously approved for the Bremerton Bright Start Project (BBSP) and is necessary to begin engaging additional consultants and professional services needed for project planning and development.

Ms. Quinn explained that the project is currently entering the predevelopment phase, which includes design, planning, financing preparation, and other activities that occur prior to financial closing. Predevelopment expenditures incurred during this period are expected to be reimbursed from project financing sources, including tax credit equity and loan proceeds, at financial closing.

Ms. Quinn reported that financial closing is anticipated to occur in July or August 2027, resulting in an approximately one-year predevelopment period. Approval of the Predevelopment Budget and Procurement Management Plan will allow staff and Beacon Development to proceed with consultant procurement and other predevelopment activities necessary to advance the project.

☞ **Chair Burton called for a motion to approve Resolution B26-08 Authorizing the Approval of a Pre Development Budget and the Procurement Management Plan in Connection with the Firs and Tamarack Repositioning Project as presented. Vice Chair Beil moved for approval of motion. Commissioner Hanten 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: August 24, and September 28, 2026. There is no regular July Board meeting.

Special Board Meeting: June 30, 2026 at 12:00 p.m.
Finance Committee Meeting: August 20, 2026
Finance Committee Meeting: September 24, 2026
Housing Committee Meeting: October 22, 2026

12. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:15 p.m.

Jill Stanton

Executive Secretary

Chair of the Board

SEAL

Housing Authority of the City of Bremerton CORPORATE SEAL 7-19-40 WASHINGTON