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SPECIAL BOARD MINUTES

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD AT 12:00 PM ON JUNE 30, 2026.

1. CALL TO ORDER: Meeting was called to order at 12:00 p.m.

2. ROLL CALL:

Present:

Chair Ryan Burton
Commissioner Joan Hanten
Commissioner Diane West

Commissioner Victoria Hilt
Commissioner Nancy Zellers

Excused:

Vice Chair Susie Beil

BHA Staff Present:

Jill Stanton	Executive Director
Wendy Westby	HCV Program & Projects Director
Carlita Alegria	CMS Director
Tory Quinn	Director of Development & Acquisitions
Tim Schanne	Business Solutions Director
Windy Epps	Finance Director
Lorna Camacho	Minute Taker/Chief of Staff

3. PUBLIC COMMENTS: None

4. RESOLUTION B26-09 APPROVAL OF SUBMISSION OF FISCAL YEAR 2026 ANNUAL PLAN:

The draft Five-Year Capital Improvement Plan was reviewed by the Housing Committee on June 18, 2026. Ms. Westby explained that the plan outlines how BHA intends to allocate approximately \$500,000 annually in capital funds over the next five years. The draft FY 2026 Annual Plan for the Housing Authority of the City of Bremerton was presented for public review and comment in preparation for submission to the U.S. Department of Housing and Urban Development (HUD) by the required deadline of July 17, 2026. The draft was also presented to the Resident Advisory Board (RAB) on May 13, 2026, and feedback received from the Board has been incorporated into the final submission.

Commissioner Hilt commented that the Resident Advisory Board (RAB) appreciated the opportunity to review the plan and participate in the process. She noted that many of the RAB's comments were reflected in the revisions and expressed that the plan is strong, with the primary area for continued improvement being communication. She also offered kudos to BHA for taking the time to engage RAB in discussion, noting that their involvement has increased compared to

previous years. Commissioner Hilt further stated that RAB members are very supportive of efforts to house individuals experiencing homelessness and emphasized the importance of prioritizing communication as an integral part of all Bremerton Housing Authority activities.

Commissioner Hanten inquired whether the agency is behind, ahead, or on track in relation to the five-year plan. Ms. Westby responded that due to the agency's high performer status, only the annual update process is required at this time. She noted that while there were significant components in the five-year plan, the agency may not fully meet its goal of 50 units due to ongoing shortfalls, as further explained by Ms. Stanton.

It was noted that the FY 2026 Annual Plan must be submitted electronically to HUD by July 17, 2026. In accordance with HUD requirements, the PHA Certification of Compliance (Form HUD-50077), identified as Resolution B26-09, requires the signature of the Chairperson to authorize submission of the revised Annual Plan to HUD.

☞ **Chair Burton called for a motion to approve Resolution B26-09 Approval of Submission of Fiscal Year 2026 Annual Plan as presented. Commissioner Hanten moved for approval of motion. Commissioner West seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

5. RESOLUTION B26-10 APPROVAL OF FIVE-YEAR CAPITAL IMPROVEMENT PLAN:

The proposed five-year Capital Improvement Plan was presented and has been posted for public review and comment. The plan outlines the intended use of capital funds over the five-year period, with approximately \$500,000 allocated annually. Ms. Westby reviewed and identified the proposed areas where the funds will be directed, providing clarity on priority projects and anticipated expenditure. It was noted that this documentation is a required submission under HUD guidelines to ensure compliance with federal reporting and planning standards. The Board acknowledged the importance of the plan as a framework for responsible and transparent capital investment moving forward.

☞ **Chair Burton called for a motion to approve Resolution B26-10 Approval of Five-Year Capital Improvement Plan as presented. Commissioner Hilt moved for approval of motion. Commissioner Zellers seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

6. ADJOURNMENT: There being no further business, the meeting was adjourned at 12:16 P.M.



Executive Secretary



Chairperson of the Board

SEAL

