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**BHA MINUTES**

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD IN PERSON ON AUGUST 24, 2026.

1. **CALL TO ORDER:** Meeting was called to order at 5:31 p.m.

2. **ROLL CALL:**

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

   **BHA Staff Present:**
   Jill Stanton, Executive Director
   Tim Schanne, BS Director
   Wendy Westby, HCV Program & Housing Projects Director
   Anne Conte, Housing Director
   Windy Epps, Finance Director
   Tory Quinn, Director of Development & Acquisitions
   Paula Kennedy, HR Director
   Lorna Camacho, Chief of Staff (Minute Taker)

   **Also Present:**
   Roy Runyon

3. **PUBLIC COMMENT:** Comments from the public were provided by Sally Hass (via email) & Roy Runyon.

4. **CHAIR COMMENTS:** None.

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: June 22, 2026
   6.1.1 Approval of Housing & Finance Committee Minutes: June 18, 2026
   6.1.2 Approval of Special Board Minutes: June 30, 2026
   6.1.3 Approval of Special Board Minutes: July 13, 2026

   6.2 Approval of Cash Disbursements –
   June, 2026: $29,196,082.98
   July, 2026: $28,490,353.76

   6.3 Approval of Write-offs for Multi-Family/Housing Department -Tenant Accounts Receivable –

June, 2026: No Write-offs
July, 2026: No Write-offs

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

6.5 Approval of Write-offs for the Landlord AR Section 8/Housing Choice Voucher Program -
June, 2026: No Write-offs
July, 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 Hilt 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:**

The Board was informed that funding for the Emergency Voucher Program is ending December 31, 2026, impacting the 30 families currently participating in the program. Because the Housing Authority is in shortfall status, HUD will not currently allow these participants to be transferred to the Housing Choice Voucher (HCV) program. HUD and other stakeholders are exploring potential solutions, including tenant protection vouchers or allowing transfers to the HCV program; however, no solution has been approved at this time. HUD has encouraged housing authorities to notify affected participants, and the Housing Authority has provided notification to all impacted voucher holders. Staff are also exploring alternative housing options and prioritization within other available housing programs. The Housing Authority will continue to monitor HUD guidance and advocacy efforts, with additional information potentially available by the end of September or October. Staff acknowledged the significant hardship this situation creates for the affected households and will continue working with HUD and other partners to identify a resolution.

Ms. Stanton reported that the Housing Authority received 15 VASH vouchers for veterans and is continuing to work with the VA to issue the vouchers as soon as possible. Due to staffing challenges at the VA, there have been some delays. The Housing Authority does not currently have any veterans in the household population and is actively seeking referrals for the VASH vouchers. Ms. Stanton also reported that the Housing Authority remains authorized to issue FYI vouchers and currently has two FYI referrals, with additional referrals anticipated.

2. **Partners and Advocates:**

Ms. Stanton emphasized the significant impact that strong community partnerships have on residents and participants, particularly at Evergreen Bright Start (EBS), where the presence of service partners has contributed to community building and access to resources. Ms. Stanton noted that residents benefit greatly from the high level of services provided through these partnerships and that there is an opportunity to strengthen partnerships across other properties. As part of the strategic planning process, staff are exploring ways to intentionally develop stronger partnerships and increase on-site services from local providers. Ms. Stanton also reported meeting with Habitat for Humanity, which expressed interest in partnering with the Housing Authority.

Ms. Stanton reported that the Salvation Army plans to close its overnight shelter on March 31, 2027, with the possibility of reopening during the winter months depending on available funding. Staff are working with the Salvation Army to ensure seniors affected by the closure are connected to the Housing Authority and Housing Kitsap senior housing wait lists. Ms. Stanton also noted that another local nonprofit housing provider plans to end its housing program in the coming months, which may place additional individuals at risk of losing housing. Ms. Stanton expressed concern about the increasing demand for housing resources and the number of community members potentially affected by these changes and noted that local organizations are working together to address these challenges.

3. **Financial Strength:**

Ms. Stanton reported that the finance team is continuing to work on the 2027 budget and quarterly financial statements. An overview of the third quarter financial position will be provided, and the Board is expected to vote on approval of the 2027 budget at next month's meeting.

4. **Organizational Capacity:**

Ms. Stanton reported that following Carlita Alegria's departure, the Director of CMS position will remain vacant while the Housing Authority evaluates the program's current operations, future opportunities, and responsibilities of the position. Temporary adjustments have been made, with responsibilities divided between current leadership staff. Ms. Stanton noted that Kristy Yeadon is overseeing daily operations while other leadership responsibilities have been reassigned as needed. The Housing Authority is also considering the appropriate organizational structure and leadership needs moving forward, including the potential role of a Chief Operating Officer, before filling the position.

5. **Other Reports:**

I have no other reports this month.

7.1.2 Resolution B26-11 Approving the Business Solutions (Tim Schanne) to Act in the Absence of the Executive Secretary/Executive Director

Ms. Stanton requested a resolution clarifying the Business Solutions Director's authority to act on behalf of BHA in the absence of or incapacity of the Executive Director, including making necessary decisions and signing documents as an authorized agent. The resolution would provide a broad, consistent delegation of authority to streamline business operations and meet HUD documentation requirements.

☞ **Chair Burton called for a motion to approve Resolution B26-11 Approving the Business Solutions (Tim Schanne) to Act in the Absence of the Executive Secretary/Executive Director as presented. Commissioner Hilt moved for approval of motion. Commissioner Turner seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

**7.2 Finance:** Comments by Ms. Epps.

7.2.1 Financial Report for the Third Quarter of FY 2026

The Finance Committee met on August 20, 2026, to review the Bremerton Housing Authority's financial performance through the third quarter of Fiscal Year 2026. Ms. Epps reported that Unrestricted Cash remained strong, with unrestricted cash of approximately $19.1 million and restricted cash of $7.5 million. The decrease in unrestricted cash was primarily due to recent acquisitions and other capital and operating expenditures, with additional HAP funding from HUD anticipated. Year-to-date revenue and expenses were both above budget, largely due to higher HAP pass-through activity. Overall, net operating income was approximately $600,000, which was $615,600 above budget.

7.2.2 Resolution B24-14 Amending Bank Signers

Ms. Epps presented Resolution B26-14, which updates the authorized signers for BHA bank accounts due to anticipated turnover of Commissioners Jeffrey Flood and Joan Hanton. The resolution removes the outgoing signers and appoints Commissioners Ryan Burton and Susan (Susie) Beil as authorized signers with the same authority, ensuring continuity of banking operations.

☞ **Chair Burton called for a motion to approve Resolution B26-14 Approve Amending Bank Signers as presented. Commissioner Hanten moved for approval of motion. Commissioner Zellers seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

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

7.3.1 Housing Summary Report

Ms. Westby reported that HUD awarded BHA 2,039 vouchers and corresponding HAP funding; however, current funding does not support leasing all 2,039 vouchers. Voucher utilization increased from 83% to 84%. The HCV waitlist remains closed and has not been opened since 2023.

Ms. Conte reported strong occupancy across BHA properties, with all BBSP units spoken for and Wheaton Landing expected to have no vacancies the following month. Overall vacancies for BHA-owned properties were approximately 5% in July.

The Family Self-Sufficiency program experienced staff turnover and several program graduates, allowing for additional outreach and enrollment. Ms. Conte also noted that June and July were busy months due to the annual audit, reporting requirements, and initial work on repositioning the Firs and Tamarack properties, including tenant meetings to gather input.

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

**7.5 Contract Management Services:** Comments by Ms. Stanton.

7.5.1 Resolution B26-12 Approving Removal of Carlita Alegria and Appointment of Tim Schanne to the Board of Directors of CMS

The Board considered a resolution to update the CMS Contract Management Services Board of Directors by removing Carlita Alegria and appointing Tim Schanne as her replacement.

☞ **Chair Burton called for a motion to approve Resolution B26-12 Approving Removal of Carlita Alegria and Appointment of Tim Schanne to the Board of Directors of CMS as presented. Vice Chair Beil moved for approval of motion. Commissioner Hanten seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

7.5.2 Resolution B26-13 Authorizing Kristy Yeadon Acting CMS Director to Sign Housing Assistance Payments Contracts

Ms. Stanton recommended that the Board approve continued signatory authority for Kristy Yeadon in her new role as Acting CMS Director. The delegation will allow timely execution of HUD Housing Assistance Payments contracts and maintain uninterrupted CMS operations.

☞ **Chair Burton called for a motion to approve Resolution B26-13 Authorizing Kristy Yeadon Acting CMS Director to Sign Housing Assistance Payments Contracts as presented. Commissioner Turner moved for approval of motion. Commissioner Zellers seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

**7.6 Business Solutions Reporting:** There are no BS items.

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

7.7.1 Resolution B26-15 Authorizing the Executive Director to Contract with Rooney Partners to Provide Pre-Development Consulting Services for the Development of a Site Currently Owned by BHA.

Ms. Quinn requested approval for $113,305 in unbudgeted funds for a consulting contract with Rooney Partners to provide pre-development services for BHA’s property at 600 N. Oyster Bay Avenue. Services will include project planning, conceptual design and feasibility, and oversight of legal and environmental consultants. Rooney Partners was selected from BHA’s approved development consultant roster and has relevant experience with environmental remediation and prior work with BHA.

The Board discussed beginning pre-development work for each property, including developing site plan options and conducting feasibility studies, with the intent to return to the Board with potential options. Ms. Quinn emphasized that any future development must be financially sustainable and that community feedback will be incorporated throughout the process. The work is expected to be a multi-year effort, with pre-development serving as the first step.

Board members discussed whether to defer Resolution B26-16 until after the strategic planning process and Board Retreat to ensure alignment with the Board's priorities and community expectations. The Board also discussed proactively engaging the community and developing a clear narrative around the properties acquired and the reasons for their acquisition.

☞ **Chair Burton called for a motion to approve Resolution B26-15 Authorizing the Executive Director to Contract with Rooney Partners to Provide Pre-Development Consulting Services for the development of a Site Currently Owned by BHA as presented. Commissioner Turner moved for approval of motion. Commissioner Hilt seconded the motion. Chair Burton called for question. Commissioner Hanten opposed. Motion carried.**

7.7.2 Resolution B26-16 Authorizing the Executive Director to Contract with Rooney Partners to Provide Pre-Development Consulting Services for the Master Planning and Development of the Property at 1231 Sheridan Road in Bremerton

The proposed resolution regarding Authorizing the Executive Director to Contract with Rooney Partners to Provide Pre-Development Consulting Services for the Master Planning and Development of the Property at 1231 Sheridan Road in Bremerton was withdrawn from consideration and was not acted upon by the Board.

8. **UNFINISHED BUSINESS:** None.

9. **NEW BUSINESS:** None.

10. **EXECUTIVE SESSION:**

10.1 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 7:08 p.m. for a period of 20 minutes. Regular portion of board session reconvened at 7:28 p.m.

11. **FUTURE 2026 REGULAR MEETINGS:** September 28, and October 26, 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 7:33 p.m.

Executive Secretary Chair of the Board

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