BREMERTON HOUSING AUTHORITY

600 Park Avenue
Bremerton WA 98337
(p) 360-616-7241
(f) 360-616-2811
www.bremertonhousing.org

BHA ANNUAL MINUTES

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF BREMERTON HOUSING AUTHORITY (BHA) HELD IN PERSON ON SEPTEMBER 28, 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:
Sally Hass

3. **PUBLIC COMMENT:** None.

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: August 24, 2026
6.1.1 Approval of Finance Committee Minutes: August 20, 2026

6.2 Approval of Cash Disbursements –
August, 2026: $27,611,837.90

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

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

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

☞ **Chair Burton called for a motion to approve the Consent Agenda as presented. Commissioner Hilt moved for approval of motion. Commissioner Turner 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 that H.R. 6500, signed into law on September 2, 2026, provides government funding through December 11, 2026, and directs HUD to use Tenant Protection Voucher funding for Emergency Housing Vouchers (EHV) that have not yet been absorbed. While this provides some reassurance regarding continued EHV funding, HUD has not yet issued guidance on how the funding will be implemented. BHA is unable to provide EHV holders with specific information about the timing or process until HUD provides further guidance. Ms. Stanton acknowledged the uncertainty is creating anxiety for participants and noted that Tenant Protection Vouchers are an important resource for addressing the needs of EHV holders.

Ms. Stanton reported that the agency remains in shortfall and continues to closely monitor the situation. BHA is fully implementing shortfall prevention and cost-saving measures and has applied for shortfall funding. Shortfall funding was also included in the Continuing Resolution, providing staff with confidence that the agency will receive both its budget authority and shortfall funding for the full 2026 period.

2. **Partners and Advocates:**

Ms. Stanton reported that Homes of Compassion will no longer provide housing, impacting approximately 50 individuals currently living in its subsidized shared housing program. Several community partners are working together to address the residents' housing needs. Kitsap community Resources is taking the lead, while BHA is assisting where possible and referring individuals to available resources. City of Bremerton and Kitsap County officials are aware of the situation and are working with partners to identify potential solutions and resources.

3. **Financial Strength:**

Ms. Stanton reported that the RAD redevelopment project is nearing completion, with conversion of the construction loan to permanent debt anticipated in October or November. Developer fee revenue is beginning to be received, with approximately $2.5 million expected this year. These fees support development staff and provide unrestricted funds for operations or future development. As part

of the upcoming budget process, BHA will conduct a developer fee study as a best practice to evaluate and plan for this revenue. Future redevelopment efforts will focus on the Firs and Tamarack properties, followed by the Bay Vista properties.

4. **Organizational Capacity:**

Ms. Stanton reported that the 2026 budget includes funding for a wage and benefits comparison study, which HR conducts every few years as a best practice to ensure BHA offers competitive compensation. Annual wage increases are tied to the CPI index and aligned with negotiated union contracts.

5. **Other Reports:**

Ms. Stanton reported that BHA hosted the Association of Washington Housing Authority's (AWHA) quarterly meeting in Bremerton, bringing together housing authority leaders from across the state. Discussion topics included shortfall funding, homelessness, and various approaches to housing development, including potential partnerships with private developers that could provide benefits to housing authorities. The group also discussed opportunities to use AI to streamline housing processing, including a demonstration of an AI housing processing tool that BHA staff reviewed. Ms. Stanton serves as the AWHA Treasurer.

7.2 Finance: Comments by Ms. Epps.

7.2.1 Resolution B26-17 FY 2027 Budget

The Finance Committee met on September 24, 2026, to review the Bremerton Housing Authority's proposed budget of Fiscal Year 2027. Ms. Epps presented the proposed Fiscal Year 2027 budget and Resolution No. B26-17 for Board consideration and approval. The budget was developed by BHA staff and approved by the Executive Director for presentation to the Board of Commissioners.

Key budget highlights include total revenues of $335.1 million, a 9.33% increase from FY 2026; total operating expenses of $331.3 million, an 8.39% increase; 121 full-time equivalent positions, a net increase of three positions; and unrestricted cash of approximately $22.9 million. The proposed budget aligns with available resources, supports planned programs and activities, and advances BHA's long-term strategic priorities while maintaining financial stability.

☞ **Chair Burton called for a motion to approve Resolution B26-17 Approve Fiscal Year 2027 Proposed Budget as presented. Vice Chair Beil 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. Conte and Ms. Westby reported significant progress in unit inspections, completing inspections on 256 units and setting a record. The addition of a second inspector has been successful, and the agency is in the process of hiring additional leadership to oversee the inspection team. Staff will continue working to maximize inspection capacity and avoid the need for third-party inspectors.

Wheaton Landing is now fully leased. In August, BHA held its first community events at the property, with partners providing family-friendly activities and opportunities for residents to connect with community resources. The events were well attended and supported ongoing community building and partnerships. Olympic College also participated by connecting with residents and sharing information about available educational programs. Additional community partnerships and activities will be highlighted in next month's report.

7.4 Human Resources: Comments by Ms. Kennedy.

7.4.1 Resolution B26-18 Adoption of BHA Logo Apparel Program Policy

The proposed BHA Logo Apparel Policy establishes a consistent framework for providing BHA-branded apparel to employees and Board members who represent the agency at public-facing events and business functions. Employees and Commissioners will be eligible to receive up to $100 in BHA-approved logo apparel each fiscal year. Employees are expected to wear the apparel when representing BHA in public, when practical and appropriate. Purchases will be made through the BHA swag store, and the program is fully funded within the current budget.

☞ **Chair Burton called for a motion to approve Resolution B26-18 Adoption of BHA Logo Apparel Program Policy as presented. Commissioner Hilt moved for approval of motion. Commissioner Turner seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

7.4.2 Executive Director Performance Evaluation Process Review - TABLE

7.5 Contract Management Services: There are no CMS items.

7.6 Business Solutions Reporting: Comments by Mr. Schanne.

7.6.1 Resolution B26-19 Authorize the Executive Director to Contract for Services to Facilitate Strategic Planning

The Executive Department requested approval of a contract with ECO Northwest for consulting services to facilitate development of the agency's five-year strategic plan, consistent with direction provided by the BHA Board of Commissioners at its June 20, 2025, Board Retreat. The scope includes a current-state analysis, facilitation of steering committee, mission team, and Board meetings, and development of a five-year strategic roadmap. The work will span two fiscal years, from January 2026 through January 2027, with project activities and costs carrying over between the two fiscal years.

☞ **Chair Burton called for a motion to approve Resolution B26-19 Authorizing the Executive Director to Contract for Services to Facilitate Strategic Planning as**

presented. Commissioner Hanten moved for approval of motion. Commissioner Zellers seconded the motion. Chair Burton called for question. None opposed. Motion carried.

7.7 Development: There are no Development items.

8. UNFINISHED BUSINESS: None.

9. NEW BUSINESS:

9.1 **Annual (Two-Year) Election of Board Officers**

9.1.1 Election of Chair – Nominations Burton

☞ **Chair Burton called for a motion to elect Commissioner Burton as Chair of the Board for two-year term or until their successors are elected and qualified. Vice Chair Beil moved for approval of motion. Commissioner Hilt seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

9.1.2 Election of Vice Chair – Nominations - Beil

☞ **Chair Burton called for a motion to elect Commissioner Beil as Vice Chair of the Board for two-year term or until their successors are elected and qualified. Chair Burton moved for approval of motion. Commissioner Turner seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

9.2 **Annual (Two-Year) Election of Committee Assignments**

The Finance and Housing Committee shall consist of three Commissioners. Commissioners may choose which committee they would like to serve on, however, if there are more than three Commissioners who choose the same committee, the committee members for that committee shall be randomly selected from among the Commissioners who chose that committee and the members who are not chosen for that committee shall serve on the other committee. Committee assignments shall be for two-year term. Any Commissioner appointed to fill a vacancy on the Board of Commissioners shall also fill the term on the standing committee of the Commissioner they replaced.

9.2.1 Finance Committee – Nomination members

☞ **Chair Burton called for a motion to elect Commissioner Burton, Commissioner Zellers as Subchair and Commissioner Beil to serve on the Finance Committee for two-year term. Commissioner Hilt moved for approval of motion. Commissioner Burton seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

9.2.2 Housing Committee – Nomination members

☞ **Chair Burton called for a motion to elect Commissioner Hilt, Commissioner Hanten, and Commissioner Turner as Subchair to serve on the Housing Committee for two-year term. Commissioner Zellers moved for approval of motion. Commissioner Hanton seconded the motion. Chair Burton called for question. None opposed. Motion carried.**

10. EXECUTIVE SESSION:

The board will convene in executive session pursuance to RCW 42.30.110(1)(f) to receive and evaluate complaints or charges brought against an employee. This portion of the meeting is closed to the public.

The Executive Session commenced at 6:43 p.m. for a period of 40 minutes. The session continued for another 11 minutes and adjourned at 7:34 p.m. Regular portion of board session reconvened at 7:34 p.m.

The board will convene in executive session pursuance to RCW 42.30.110(1)(b) potential real estate purchase. This item was removed.

The board will convene for a 30-minutes review of the Executive Director's evaluation report RCW 42.30.110(1)(g). This item was tabled.

11. FUTURE 2026 REGULAR MEETINGS: October 26 and November 23, 2026. Each meeting will be held remotely.

Housing Committee Meeting: October 22, 2026
Finance Committee Meeting: November 19, 2026

12. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:35 p.m.

Executive Secretary

Chair of the Board

SEAL

