

Board of Commissioners

Chair Clarence Moriwaki

Vice Chair Ed Stern

Katie Walters

Rob Putaansuu

Brittany Dunklin

Christine Rolfes

Oran Root

Executive Director

Heather Blough



2244 NW Bucklin Hill Rd
Silverdale, WA 98383

Phone (360) 535.6100

Fax (360) 535.6169

TTY/TDD 711

<http://www.housingkitsap.org>

Special Note:

Housing Kitsap Board of Commissioners Meetings are hybrid meetings held both virtually via Zoom and with an in-person option at the Housing Kitsap Main Office.

Members of the public interested in participating in the meeting in-person may join in the conference room of the Housing Kitsap Main Office at 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.

Members of the public interested in participating in the meeting virtually may do so via video conference or by logging/calling in to the link or telephone numbers below. Members of the public may indicate their interest in speaking during public participation by sending a "chat" to the meeting host who will unmute your phone or microphone.

Join Zoom Meeting

<https://us02web.zoom.us/j/82393334012?pwd=3nnwHhPpuWXwWa4yFI882xoFGgbZGT.1>

Meeting ID: 823 9333 4012

Passcode: 941741

Find your local number: <https://us02web.zoom.us/u/kdRegPZlZl>

Please note: the meeting is open to the public and no action will be taken to prohibit or otherwise limit the public's attendance from this meeting.

Written comments may be sent to HousingKitsap@housingkitsap.org prior to the meeting.



This institution is an equal opportunity provider and employer.

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal. Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.

Board of Commissioners
Chair Clarence Moriwaki
Vice Chair Ed Stern
Katie Walters
Rob Putaansuu
Brittany Dunklin
Christine Rolfes
Oran Root
Executive Director
Heather Blough



2244 NW Bucklin Hill Rd
Silverdale, WA 98383

Phone (360) 535.6100
Fax (360) 535.6169
TTY/TDD 711

<http://www.housingkitsap.org>

HOUSING KITSAP BOARD OF COMMISSIONERS

MEETING AGENDA

August 25, 2026

9:00 am – 11:00 am

2244 NW Bucklin Hill Rd, Silverdale, WA 98383 and via Teleconference

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Comment** (Please limit comments to 3 minutes)
- 4. Consent Agenda**

All matters listed within the Consent Agenda have been distributed to each member of the Housing Kitsap Board of Commissioners for reading and study, are considered routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- | | |
|-------------------------------------|---------|
| A. July 28, 2026, Meeting Minutes | Page 4 |
| B. July 2026 Disbursement Reports | Page 9 |
| C. Org Chart Update – AR Accountant | Page 19 |

5. Discussion Items

- | | |
|------------------------|---------|
| A. Personnel Committee | Page 23 |
|------------------------|---------|



This institution is an equal opportunity provider and employer.

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal. Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.

6. Action Items

- A. Discussion and possible action regarding Resolution 2026-27 accepting and authorizing submittal of the Section Eight Management Assessment Program (SEMAP) certification for the Housing Choice Voucher Program for FYE 6/30/2026 Page 24
- B. Discussion and possible action regarding Resolution 2026-28 authorizing Housing Kitsap's application to Washington State Department of Commerce for \$3,500,000 to construct Howerton Page 31

7. Executive Session

- A. Executive Session – Litigation RCW 42.30.110 (1)(i)
Timed Item – 9:30 am Page 34

8. Program Updates

This is an opportunity for Board members to ask any specific questions regarding the program updates included in the attachments, no presentations are planned.

- A. Executive Director/Executive Committee Update (Heather Blough) Page 35
- B. Finance Division Update (Roan Blacker) Page 37
- C. Property Management Update (Jennifer Di Vitto and Maria Stitzel) Page 38
- D. Compliance Department Update (Freddy Linares) Page 42
- E. Development Update (Dean Nail) Page 43
- F. Procurement & Administration Updates (Laura Auerbach) Page 45

9. Board Announcements and Community Updates

This is an opportunity for Board members to share any community items, news, conference updates, or program updates that are not otherwise scheduled for discussion during the Board meeting.

10. Adjourn



This institution is an equal opportunity provider and employer.

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal. Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.

Board of Commissioners
Chair Clarence Moriwaki
Vice Chair Ed Stern
Rob Putaansuu
Katie Walters
Brittany Dunklin
Christine Rolfes
Oran Root
Executive Director
Heather Blough



2244 NW Bucklin Hill Rd
Silverdale, WA 98383

Phone (360) 535.6100
Fax (360) 535.6169
TTY/TDD 711

<http://www.housingkitsap.org>

HOUSING KITSAP BOARD OF COMMISSIONERS
BOARD MEETING
July 28, 2026
MINUTES

Board in Attendance: Mayor of City of Bainbridge Island Clarence Moriwaki (Chair), Mayor of City of Port Orchard Rob Putaansuu, Kitsap County Commissioner Christine Rolfes, Kitsap County Commissioner Katie Walters

Attending Staff: Executive Director Heather Blough, Director of Finance Roan Blacker, Director of Procurement and Administration Laura Auerbach, Director of Acquisition and Development Dean Nail, Executive Assistant and Office Manager Katie Loehrs, Regional Director of Property Management Jennifer Di Vitto, Regional Director of Property Management Maria Stitzel, Director of Compliance Freddy Linares, Information Systems Manager Troy Bocker, Operations Consistency Specialist Robert Wilson, Property Management Records Clerk Kitty Eaton

Absent: Mayor of City of Poulsbo Ed Stern (Vice Chair), Kitsap County Commissioner Oran Root, Resident Commissioner Brittany Dunklin

Public in attendance: Rylan Weythman

1. Call to Order:

Chair Moriwaki called the meeting to order at approximately 9:00 am.

2. Approval of Agenda:

Commissioner Walters moved to approve the agenda. The motion was seconded by Commissioner Putaansuu. *Agenda approved.*

3. Public Comments:

None

4. Consent Agenda:

Commissioner Walters asked what the highlighted items in the disbursement reports meant. Roan Blacker explained that they represent internal transfers.

Commissioner Walters asked for an explanation of the stormwater ponds, as the County Commissioners have not seen anything regarding the transfer. Dean Nail explained that the County has been managing the stormwater ponds for decades.

Commissioner Putaansuu moved to approve the consent agenda. The motion was seconded by Commissioner Walters. *The motion carried unanimously.*

5. Discussion Items

A. Establishing a personnel committee

Heather Blough informed the Board that the Personnel Committee discussion is being kept on the Board agenda as a continuing agenda item. Commissioner Putaansuu and Chair Moriwaki stated that they will coordinate calendars to set up the first committee meeting.

6. Action Items

A. Discussion and possible action regarding Resolution 2026-23 approving the Artificial Intelligence (AI) Policy

Laura Auerbach informed the Board that the new AI Policy puts guardrails around the use of AI. Laura explained that they are still deciding which AI software is going to be approved for use at Housing Kitsap, as Microsoft Copilot was not as sufficient as hoped.

Heather Blough added that the AI Policy will continue to evolve.

Commissioner Walters stated that security and education around AI are important.

Commissioner Putaansuu informed the Board that the City of Port Orchard selected Microsoft Copilot as their approved AI software.

Chair Moriwaki added that the AI Policy is very thoughtful and establishes a good framework.

Commissioner Putaansuu moved to approve Resolution 2026-23. The motion was seconded by Commissioner Rolfes. *The motion carried unanimously.*

B. Discussion and possible action regarding Resolution 2026-24 approving the updated Information Technology (IT) Policy

Laura Auerbach informed the Board that the updated IT Policy combines the previous IT and Mobile Device Policies. Laura explained that the revisions include adding details and changing the format of the policy.

Commissioner Rolfes moved to approve Resolution 2026-24. The motion was seconded by Commissioner Putaansuu. *The motion carried unanimously.*

C. Discussion and possible action regarding Resolution 2026-25 approving the write off of uncollectible balances as of June 30, 2026

Roan Blacker informed the Board that the list of uncollectible balances includes past tenant accounts from four HK properties, totaling approximately \$220,000. Roan explained that these tenants moved out 1-2 years ago, but their balances include debt accrued years prior, including time during the COVID pandemic. Roan added that these balances will be sent to collections, but HK doesn't frequently see the collection of these debts.

Heather Blough added that the sooner these debts go to collections, the more likely they are to collect them. Heather clarified that even though these debts will be written off HK books, these debts are not forgiven and will still show up on the past tenants' credit reports.

Freddy Linares explained that COVID policies around rent collection and the financial assistance that was available at that time set a false precedence for some residents who assumed they would not be responsible for their rent.

Jennifer Di Vitto explained that Property Managers are constantly addressing debt owed with current residents. Heather Blough added that Repayment Agreements are always offered to address the debt.

Commissioner Walters moved to approve Resolution 2026-25. The motion was seconded by Commissioner Putaansuu. *The motion carried unanimously.*

D. Discussion and possible action regarding Resolution 2026-26 authorizing the payoff of the Bremerton Government Center Bonds

Commissioner Putaansuu asked if the payoff amounts are annual payments. Roan Blacker explained that the \$125,000 payoff is the total of what the annual payments would be. Roan clarified that the \$125,000 is all that is left to pay off.

Commissioner Putaansuu moved to approve Resolution 2026-26. The motion was seconded by Commissioner Walters. *The motion carried unanimously.*

7. Executive Session

A. Executive Session – Potential Litigation RCW 42.30.110(1)(i)

At 9:28 am, Chair Moriwaki stated that the Board will be entering into executive session until 10:00 am to discuss potential litigation pursuant to RCW 42.30.110(1)(i)(i). The executive session included the Board of Commissioners, Heather Blough, Dean Nail, Roan Blacker, and attorney Rylan Weythman. Chair Moriwaki recused himself from the executive session prior to it beginning.

At 10:01 am, Chair Moriwaki called the regular meeting back in session. No action was taken.

8. Program Updates

A. Executive Director/Executive Committee:

Heather Blough noted the information in the report and offered to answer any questions. Heather added that she included a letter from the Industry Groups to HUD in her report. There were no further questions.

B. Finance Division:

Roan Blacker informed the Board that the financial report reflects the entirety of Fiscal Year 2026.

Roan added that there were a few corrections that needed to be made to his report including:

- page 117 states May 31, 2026, when it should be June 30, 2026
- page 120 states June's information to be projected numbers when it should be actual numbers

Roan directed the Board's attention to page 121 of the Board report which shows the loan repayment schedules.

C. Property Management:

Jennifer Di Vitto directed the Board's attention to page 122 of the Board report which shows an overview of resident activity for FY 2026. Jennifer disbursed the 12-month occupancy report.

Maria Stitzel informed the Board that the permits for the Rhododendron deck rehabilitation have been issued.

D. Compliance Department:

Freddy Linares noted the information in the report and offered to answer any questions. There were no further questions.

E. Single Family:

Dean Nail informed the Board that the 523 grant funds will run out at the end of July and the approval or renewal of the grant is uncertain. Dean explained that USDA denied the cost allocation plan several times. Dean added that Riverstone Group 4 has been approved and the Lakeland group is mostly filled, but as it stands now, there is no grant money for the projects.

Dean informed the Board that HK applied for \$1.5 million in Community Investment in Affordable Housing (CIAH) funds for Howerton.

Chair Moriwaki asked about the plans for Sally's Place. Dean explained that there will hopefully be 10 units there.

F. Administration and Procurement:

Laura Auerbach noted the information in the report and offered to answer any questions. Laura added that the summer all-staff event was great. There were no further questions.

9. Board Announcements and Community Updates

A. Board Announcements and Community Updates

None

10. Adjournment:

The meeting adjourned at 10:17 am.

ATTEST:

ATTEST:

Heather Blough
Executive Director

Clarence Moriwaki
Chair

Date Approved

Board of Commissioners

Chair Clarence Moriwaki
Vice Chair Ed Stern
Katie Walters
Rob Putaansuu
Oran Root
Christine Rolfes
Brittany Dunklin
Executive Director
Heather Blough



2244 NW Bucklin Hill Rd
Silverdale, WA 98383

Phone (360) 535.6100
Fax (360) 535.6169
TRS 711

<http://www.housingkitsap.org>

To: Housing Kitsap Board of Commissioners
From: Heather Blough, Executive Director
Subject: Approval July 2026 Disbursements and/or Fund Transfers
Date: Tuesday, August 25, 2026

KCCHA General Fund – 4711	\$	1,303,660
Section 8 Fund - 6311		753,204
HK_MF_All-Owned_SD - 8711		1,278,617
HK_MF_Sep_Corp_OP - 7911		1,622,988
Self Help SHOP Account - 3911		11,496
Self Help General Account - 2112		48,238
Self Help Family Account - 2111		275,121
HK_MF_Sep_Corp_SD - 0911		62
HK_MF_All-Owned_SD - 1711		1,692
HK_Mngmt Nordic Cottages OP - 1111		33,616
	\$	5,328,693

Disbursements of \$3,068,294 plus transfers of \$2,260,399 equal total payments of \$5,328,693.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim was a just, due and unpaid obligation against Housing Kitsap, and that I am authorized to authenticate and certify to said claim."

Heather Blough
Executive Director

Date

Clarence Moriwaki, Chair

Date

Payment Summary
July 2026 Board Cash Disbursement Report

Bank	Check#	Vendor	Date	\$ Amount
hkgf4711 - KCCHA - GENERAL FUND	134010	v0000352 - WASHINGTON STATE AUDITOR'S OFFICE	7/1/2026	1,763.75
hkgf4711 - KCCHA - GENERAL FUND	134009	V0000287 - RODDA PAINT COMPANY	7/1/2026	56.80
hkgf4711 - KCCHA - GENERAL FUND	134005	V0000035 - BAINBRIDGE ISLAND, CITY OF-Utility billing	7/1/2026	105.83
hkgf4711 - KCCHA - GENERAL FUND	134006	v0000801 - ELYON MAINTENANCE INC	7/1/2026	400.00
hkgf4711 - KCCHA - GENERAL FUND	134007	v0000780 - ENVIRONMENTAL WORKS	7/1/2026	4,910.00
hkgf4711 - KCCHA - GENERAL FUND	134008	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	7/1/2026	205.32
hkgf4711 - KCCHA - GENERAL FUND	JE 8247	ACH DR- VSP VISION	7/1/2026	700.91
hkgf4711 - KCCHA - GENERAL FUND	JE 8248	ACH DR- METKC	7/1/2026	5,674.75
hkgf4711 - KCCHA - GENERAL FUND	JE 8249	ACH DR- REGENCE MEDICAL	7/1/2026	65,424.40
hkgf4711 - KCCHA - GENERAL FUND	JE 8250	ACH DR- USable Life Premium Payment	7/2/2026	3,185.28
hkgf4711 - KCCHA - GENERAL FUND	99433471	v0000143 - HOME DEPOT CREDIT SVCS- 4595	7/2/2026	16.12
hkgf4711 - KCCHA - GENERAL FUND	JE 8251	ACH DR- BASIC BENEFITS	7/3/2026	50.01
hkgf4711 - KCCHA - GENERAL FUND	JE 8261	ACH DR- PAYNW JULY 10, 2026 PAYROLL	7/9/2026	106,960.50
hkgf4711 - KCCHA - GENERAL FUND	JE 8262	ACH DR- PAYROLL MANUAL CK#1000013	7/9/2026	819.75
hkgf4711 - KCCHA - GENERAL FUND	JE 8263	ACH DR- PAYNW JULY 10, 2026 TAX DEPOSITS	7/9/2026	22,056.38
hkgf4711 - KCCHA - GENERAL FUND	JE 8270	ACH DR- HSA CONTRIBUTION	7/10/2026	494.70
hkgf4711 - KCCHA - GENERAL FUND	JE 8271	ACH DR- PAYNW INVOICE JULY 10, 2026 PAYROLL	7/10/2026	1,045.37
hkgf4711 - KCCHA - GENERAL FUND	134023	v0000745 - WA HSG AUTH ACCOUNTING PROFESSIONALS dba WHAAP	7/10/2026	300.00
hkgf4711 - KCCHA - GENERAL FUND	134022	V0000329 - THE NELROD COMPANY	7/10/2026	799.00
hkgf4711 - KCCHA - GENERAL FUND	134026	v0000814 - BANK OF AMERICA - ACCOUNT ANALYSIS	7/10/2026	1,570.38
hkgf4711 - KCCHA - GENERAL FUND	134021	v0000436 - PURCHASE POWER	7/10/2026	6.44
hkgf4711 - KCCHA - GENERAL FUND	134020	V0000374 - PITNEY BOWES GLOBAL FINANCIAL SERVS/ PITNEY BOWES LEASE	7/10/2026	215.32
hkgf4711 - KCCHA - GENERAL FUND	134019	v0000253 - PACIFIC NORTHWEST TITLE	7/10/2026	2,000.00
hkgf4711 - KCCHA - GENERAL FUND	134018	V0000247 - OFFICE DEPOT-ACCT. 67444053	7/10/2026	69.18
hkgf4711 - KCCHA - GENERAL FUND	134015	v0000114 - FIRST CHOICE HEALTH NETWORK	7/10/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134025	v0000257 - PAGEFREEZER SOFTWARE, INC.	7/10/2026	5,389.83
hkgf4711 - KCCHA - GENERAL FUND	99902026	v0000011 - 76 FLEET	7/10/2026	3,387.07
hkgf4711 - KCCHA - GENERAL FUND	134016	V0000193 - LEMAY MOBILE SHREDDING	7/10/2026	119.85
hkgf4711 - KCCHA - GENERAL FUND	134012	V0000053 - BREMERTON GOVERNMENT CENTER ASSOCIATION	7/10/2026	1,582.78
hkgf4711 - KCCHA - GENERAL FUND	134013	V0000064 - CARAHSOFT TECHNOLOGY CORPORATION	7/10/2026	1,287.64
hkgf4711 - KCCHA - GENERAL FUND	134017	v0000243 - NW COMMNET LLC	7/10/2026	405.95
hkgf4711 - KCCHA - GENERAL FUND	134011	v0000027 - APPLETREE ANSWERS	7/10/2026	974.81
hkgf4711 - KCCHA - GENERAL FUND	134014	v0000380 - Century Link	7/10/2026	392.70
hkgf4711 - KCCHA - GENERAL FUND	134024	v0000667 - WESTERN EXTERMINATOR	7/10/2026	273.00
hkgf4711 - KCCHA - GENERAL FUND	99807169	V0000347 - VERIZON WIRELESS	7/10/2026	2,054.52
hkgf4711 - KCCHA - GENERAL FUND	99044388	V0000136 - HD SUPPLY - ACCT. #104436	7/10/2026	643.68
hkgf4711 - KCCHA - GENERAL FUND	JE 8297	ACH DR- WA DRS PAYMENT	7/14/2026	36,578.96
hkgf4711 - KCCHA - GENERAL FUND	JE 8300	ACH DR- VOYA DEFERRED COMP	7/15/2026	9,155.26
hkgf4711 - KCCHA - GENERAL FUND	JE 8301	FUND TRANSFER TO HKHOMES 07/2026 HAP	7/15/2026	153,374.00
hkgf4711 - KCCHA - GENERAL FUND	JE 8302	FUND TRANSFER TO HKHOMES	7/15/2026	2,211.00
hkgf4711 - KCCHA - GENERAL FUND	JE 8406	ACH DR- PAYNW AUGUST 07, 2026 TAX DEPOSITS	7/15/2026	6.26
hkgf4711 - KCCHA - GENERAL FUND	99788595	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	7/15/2026	471.28
hkgf4711 - KCCHA - GENERAL FUND	99788934	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	7/15/2026	69.10
hkgf4711 - KCCHA - GENERAL FUND	99788488	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	7/15/2026	233.25
hkgf4711 - KCCHA - GENERAL FUND	99788523	V0000168 - KITSAP BANK-VISA-DEAN NAIL	7/15/2026	165.09
hkgf4711 - KCCHA - GENERAL FUND	134040	v0000376 - BRETEYS CONSTRUCTION LLC	7/16/2026	7,338.67
hkgf4711 - KCCHA - GENERAL FUND	134031	v0000253 - PACIFIC NORTHWEST TITLE	7/16/2026	420.00
hkgf4711 - KCCHA - GENERAL FUND	134036	V0000365 - WESTBAY AUTO PARTS, INC	7/16/2026	15.99
hkgf4711 - KCCHA - GENERAL FUND	134039	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	7/16/2026	1,471.51
hkgf4711 - KCCHA - GENERAL FUND	134027	v0000582 - AHBL, INC	7/16/2026	20,585.75
hkgf4711 - KCCHA - GENERAL FUND	134028	v0000801 - ELYON MAINTENANCE INC	7/16/2026	22,895.00
hkgf4711 - KCCHA - GENERAL FUND	134042	V0000256 - PACIFICA LAW GROUP, LLP	7/16/2026	8,960.50
hkgf4711 - KCCHA - GENERAL FUND	134029	V0000109 - FED EX	7/16/2026	12.71
hkgf4711 - KCCHA - GENERAL FUND	134032	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	7/16/2026	221.54
hkgf4711 - KCCHA - GENERAL FUND	134035	v0000325 - TELEBYTE NORTHWEST	7/16/2026	69.84
hkgf4711 - KCCHA - GENERAL FUND	134034	v0000299 - SEITEL SYSTEMS, LLC	7/16/2026	239.06
hkgf4711 - KCCHA - GENERAL FUND	134030	V0000198 - LINGO	7/16/2026	16.06
hkgf4711 - KCCHA - GENERAL FUND	134038	v0000484 - JAG CONSTRUCTION LLC	7/16/2026	109,250.00
hkgf4711 - KCCHA - GENERAL FUND	134033	V0000272 - PUGET SOUND ENERGY	7/16/2026	888.12
hkgf4711 - KCCHA - GENERAL FUND	134037	v0000370 - YARDI SYSTEMS, INC.	7/16/2026	447.50
hkgf4711 - KCCHA - GENERAL FUND	134041	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	7/16/2026	109.72
hkgf4711 - KCCHA - GENERAL FUND	99417448	V0000262 - PITNEY BOWES RESERVE ACCOUNT	7/21/2026	5,000.00
hkgf4711 - KCCHA - GENERAL FUND	134044	v0000406 - CENTURYLINK (LUMEN)	7/23/2026	41.07
hkgf4711 - KCCHA - GENERAL FUND	134056	v0000370 - YARDI SYSTEMS, INC.	7/23/2026	7,022.60
hkgf4711 - KCCHA - GENERAL FUND	134054	v0000089 - WA DEPARTMENT OF COMMERCE	7/23/2026	15,015.67
hkgf4711 - KCCHA - GENERAL FUND	134052	V0000256 - PACIFICA LAW GROUP, LLP	7/23/2026	237.00
hkgf4711 - KCCHA - GENERAL FUND	134050	v0000229 - NAHRO	7/23/2026	2,455.08

Payment Summary
July 2026 Board Cash Disbursement Report

hkgf4711 - KCCHA - GENERAL FUND	134048	V0000150 - INTELLISYSTEMS, INC.	7/23/2026	715.00
hkgf4711 - KCCHA - GENERAL FUND	134047	v0000131 - HARLOW AUTO REPAIR INC	7/23/2026	1,002.43
hkgf4711 - KCCHA - GENERAL FUND	134046	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	7/23/2026	1,264.10
hkgf4711 - KCCHA - GENERAL FUND	134043	V0000064 - CARAHSOFT TECHNOLOGY CORPORATION	7/23/2026	2,239.69
hkgf4711 - KCCHA - GENERAL FUND	134045	V0000084 - COSTCO WHOLESALE MEMBERSHIP	7/23/2026	130.00
hkgf4711 - KCCHA - GENERAL FUND	134055	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	7/23/2026	415.93
hkgf4711 - KCCHA - GENERAL FUND	134053	v0000741 - SMARSH INC	7/23/2026	117.42
hkgf4711 - KCCHA - GENERAL FUND	134049	v0000763 - MCCULLOUGH HILL PLLC	7/23/2026	1,500.00
hkgf4711 - KCCHA - GENERAL FUND	134051	V0000247 - OFFICE DEPOT-ACCT. 67444053	7/23/2026	310.96
hkgf4711 - KCCHA - GENERAL FUND	JE 8337	ACH DR- VOYA DEFERRED COMP	7/23/2026	9,132.41
hkgf4711 - KCCHA - GENERAL FUND	JE 8338	ACH DR- PAYNW JULY 24, 2026 PAYROLL	7/23/2026	109,972.21
hkgf4711 - KCCHA - GENERAL FUND	JE 8339	ACH DR- PAYROLL MANUAL CK# 1000014	7/23/2026	862.05
hkgf4711 - KCCHA - GENERAL FUND	JE 8340	ACH DR- PAYROLL MANUAL CK# 1000015	7/23/2026	805.41
hkgf4711 - KCCHA - GENERAL FUND	JE 8341	ACH DR- PAYNW JULY 24, 2026 TAX DEPOSITS	7/23/2026	23,040.37
hkgf4711 - KCCHA - GENERAL FUND	JE 8342	ACH DR- HSA CONTRIBUTION	7/24/2026	494.70
hkgf4711 - KCCHA - GENERAL FUND	JE 8343	ACH DR- PAYNW INVOICE JULY 24, 2026 PAYROLL	7/24/2026	220.60
hkgf4711 - KCCHA - GENERAL FUND	134057	V0000121 - GLOBAL VERIFICATION NETWORK	7/27/2026	262.09
hkgf4711 - KCCHA - GENERAL FUND	JE 8357	FY 2027 HARRP INSURANCE PREMIUM PAYMENT	7/30/2026	503,473.00
hkgf4711 - KCCHA - GENERAL FUND	99145754	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	7/30/2026	435.68
hkgf4711 - KCCHA - GENERAL FUND	134066	v0000667 - WESTERN EXTERMINATOR	7/30/2026	136.50
hkgf4711 - KCCHA - GENERAL FUND	134062	v0000437 - OPP-HERMIDA, KRISTIE	7/30/2026	724.38
hkgf4711 - KCCHA - GENERAL FUND	134058	V0000065 - CASCADE NATURAL GAS CORP.	7/30/2026	46.34
hkgf4711 - KCCHA - GENERAL FUND	99507062	v0000143 - HOME DEPOT CREDIT SVCs- 4595	7/30/2026	3,298.25
hkgf4711 - KCCHA - GENERAL FUND	134059	V0000109 - FED EX	7/30/2026	12.71
hkgf4711 - KCCHA - GENERAL FUND	134060	v0000452 - LUZBETAK, ANDREW	7/30/2026	75.62
hkgf4711 - KCCHA - GENERAL FUND	134065	v0000425 - WAPRO	7/30/2026	440.00
hkgf4711 - KCCHA - GENERAL FUND	134063	v0000253 - PACIFIC NORTHWEST TITLE	7/30/2026	634.92
hkgf4711 - KCCHA - GENERAL FUND	134064	v0000314 - SMS CLEANING, INC.	7/30/2026	1,300.00
hkgf4711 - KCCHA - GENERAL FUND	134061	V0000247 - OFFICE DEPOT-ACCT. 67444053	7/30/2026	177.30
				1,303,659.68

Bank	Check#	Vendor	Date	Amount
hk6311 - Section 8-Hsg Choice Vouchers	26008	v9006232 - Avenue 5 Apts/Ridgetop Apartments	7/1/2026	2,563.00
hk6311 - Section 8-Hsg Choice Vouchers	26009	v7000621 - 2102 SE SEDGWICK DBA POTTERY CREEK II	7/1/2026	1,171.00
hk6311 - Section 8-Hsg Choice Vouchers	26010	v9004279 - Abbey Lane Apartments	7/1/2026	2,157.00
hk6311 - Section 8-Hsg Choice Vouchers	26011	v9005018 - ADAMS, JAY PRESTON	7/1/2026	1,300.00
hk6311 - Section 8-Hsg Choice Vouchers	26012	v0000791 - ADRIAN, JUSTIN	7/1/2026	1,898.00
hk6311 - Section 8-Hsg Choice Vouchers	26013	v9006344 - Ad-West Realty Services/Conifer Ridge Senior Apts	7/1/2026	710.00
hk6311 - Section 8-Hsg Choice Vouchers	26014	v9006343 - Ad-West Realty Services/Silvercrest Apartments	7/1/2026	1,684.00
hk6311 - Section 8-Hsg Choice Vouchers	26015	v9004829 - Ad-West Realty Svc/Island Terrace A	7/1/2026	2,670.00
hk6311 - Section 8-Hsg Choice Vouchers	26016	v9000028 - Alta Pointe Apartments	7/1/2026	1,463.00
hk6311 - Section 8-Hsg Choice Vouchers	26017	t9001375 - Anderson	7/1/2026	197.00
hk6311 - Section 8-Hsg Choice Vouchers	26018	v9003727 - Andrew Hento, Jr.	7/1/2026	375.00
hk6311 - Section 8-Hsg Choice Vouchers	26019	v9005673 - Andrew M. & Irene L. Lopez	7/1/2026	1,740.00
hk6311 - Section 8-Hsg Choice Vouchers	26020	v9006508 - Avenue 5/Atlas Apartments	7/1/2026	1,332.00
hk6311 - Section 8-Hsg Choice Vouchers	26021	t0008479 - Ayers	7/1/2026	122.00
hk6311 - Section 8-Hsg Choice Vouchers	26022	v9005879 - Bay Bridge Apts	7/1/2026	4,901.00
hk6311 - Section 8-Hsg Choice Vouchers	26023	t0041910 - Bernier	7/1/2026	80.00
hk6311 - Section 8-Hsg Choice Vouchers	26024	t0039835 - Beters	7/1/2026	65.00
hk6311 - Section 8-Hsg Choice Vouchers	26025	t9001824 - Black	7/1/2026	138.00
hk6311 - Section 8-Hsg Choice Vouchers	26026	v8000555 - BPM5 LLC	7/1/2026	992.00
hk6311 - Section 8-Hsg Choice Vouchers	26027	t9001184 - Brooks	7/1/2026	225.00
hk6311 - Section 8-Hsg Choice Vouchers	26028	t0012163 - Buchert	7/1/2026	3.00
hk6311 - Section 8-Hsg Choice Vouchers	26029	t0012520 - Burton	7/1/2026	129.00
hk6311 - Section 8-Hsg Choice Vouchers	26030	v9005119 - Butler	7/1/2026	1,044.00
hk6311 - Section 8-Hsg Choice Vouchers	26031	v9001546 - CALNAN, TIMOTHY G.	7/1/2026	726.00
hk6311 - Section 8-Hsg Choice Vouchers	26032	v0000690 - CASCADE RIDGE APARTMENTS	7/1/2026	1,169.00
hk6311 - Section 8-Hsg Choice Vouchers	26033	t0007789 - Clark	7/1/2026	118.00
hk6311 - Section 8-Hsg Choice Vouchers	26034	v7000594 - COOPER, DAVID	7/1/2026	1,870.00
hk6311 - Section 8-Hsg Choice Vouchers	26035	t9001422 - Cornwell	7/1/2026	2.00
hk6311 - Section 8-Hsg Choice Vouchers	26036	t9001588 - Cyphers	7/1/2026	186.00
hk6311 - Section 8-Hsg Choice Vouchers	26037	v9005793 - Daniel & Ramona Kroener	7/1/2026	126.00
hk6311 - Section 8-Hsg Choice Vouchers	26038	v9000359 - David L Butcher	7/1/2026	1,246.00
hk6311 - Section 8-Hsg Choice Vouchers	26039	v8000645 - DAVID VANGINKEL	7/1/2026	1,912.00
hk6311 - Section 8-Hsg Choice Vouchers	26040	t0017053 - Davis	7/1/2026	28.00
hk6311 - Section 8-Hsg Choice Vouchers	26041	v0000675 - DEBORAH LEE HOLM	7/1/2026	1,618.00
hk6311 - Section 8-Hsg Choice Vouchers	26042	v9006675 - Del E. Mueller	7/1/2026	1,916.00
hk6311 - Section 8-Hsg Choice Vouchers	26043	v0000724 - DIAMOND PARKING/OLYMPIC VIEW APTS	7/1/2026	1,650.00

Payment Summary
July 2026 Board Cash Disbursement Report

hk6311	- Section 8-Hsg Choice Vouchers	26044	t9001200 - Driggers	7/1/2026	158.00
hk6311	- Section 8-Hsg Choice Vouchers	26045	t0003138 - Duchesneau	7/1/2026	420.00
hk6311	- Section 8-Hsg Choice Vouchers	26046	v7000597 - ELEV8 RESIDENTIAL/ASGARD APTS	7/1/2026	999.00
hk6311	- Section 8-Hsg Choice Vouchers	26047	v0000725 - ERIC & JANET SANDALL	7/1/2026	1,805.00
hk6311	- Section 8-Hsg Choice Vouchers	26048	v8000581 - ETHOS SEAGLASS LLC/THE VIEW AT MANETTE	7/1/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	26049	v9007128 - Eulalia Tomas Gonzales	7/1/2026	1,920.00
hk6311	- Section 8-Hsg Choice Vouchers	26050	t9001279 - Evanoff	7/1/2026	225.00
hk6311	- Section 8-Hsg Choice Vouchers	26051	v9005909 - Fairground Fee Owner LLC	7/1/2026	971.00
hk6311	- Section 8-Hsg Choice Vouchers	26052	v0000743 - FK INSIGNIA LLC	7/1/2026	1,514.00
hk6311	- Section 8-Hsg Choice Vouchers	26053	t9001233 - Gaeta	7/1/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	26054	v8000647 - GATEWAY PROPERTY MANAGEMENT	7/1/2026	881.00
hk6311	- Section 8-Hsg Choice Vouchers	26055	t0036851 - Gordy	7/1/2026	23.00
hk6311	- Section 8-Hsg Choice Vouchers	26056	t9001627 - Goulden	7/1/2026	153.00
hk6311	- Section 8-Hsg Choice Vouchers	26057	v9000764 - Griffin Glen Apartments	7/1/2026	1,336.00
hk6311	- Section 8-Hsg Choice Vouchers	26058	v9000858 - Hidden Firs III	7/1/2026	2,204.00
hk6311	- Section 8-Hsg Choice Vouchers	26059	v9001508 - Housing Resources Bainbridge/Forest Home	7/1/2026	2,621.00
hk6311	- Section 8-Hsg Choice Vouchers	26060	v9001507 - Housing Resources Bainbridge/Island Home	7/1/2026	8,984.00
hk6311	- Section 8-Hsg Choice Vouchers	26061	v0000786 - HOUSING RESOURCES BAINBRIDGE/PBV	7/1/2026	2,124.00
hk6311	- Section 8-Hsg Choice Vouchers	26062	v9005727 - Irrevocable Living Trust of Dorothy Lee	7/1/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	26063	v9000008 - James and Cecilia Adrian	7/1/2026	13,793.00
hk6311	- Section 8-Hsg Choice Vouchers	26064	v9001509 - Janet West Home	7/1/2026	3,733.00
hk6311	- Section 8-Hsg Choice Vouchers	26065	v9001419 - Jim Adrian/Prigger	7/1/2026	1,363.00
hk6311	- Section 8-Hsg Choice Vouchers	26066	t0007791 - Johnson	7/1/2026	179.00
hk6311	- Section 8-Hsg Choice Vouchers	26067	v9002019 - JOHNSON, JOELINE R.	7/1/2026	2,435.00
hk6311	- Section 8-Hsg Choice Vouchers	26068	t0017679 - Jones	7/1/2026	29.00
hk6311	- Section 8-Hsg Choice Vouchers	26069	v9005575 - JP Housing LLC	7/1/2026	1,183.00
hk6311	- Section 8-Hsg Choice Vouchers	26070	t9001280 - Kahuhu	7/1/2026	246.00
hk6311	- Section 8-Hsg Choice Vouchers	26071	v0000693 - King County Housing Authority	7/1/2026	6,914.61
hk6311	- Section 8-Hsg Choice Vouchers	26072	v9005590 - Lacey Newman	7/1/2026	750.00
hk6311	- Section 8-Hsg Choice Vouchers	26073	t0014289 - Lange	7/1/2026	199.00
hk6311	- Section 8-Hsg Choice Vouchers	26074	v0000705 - LAWRENCE C. DANIELS	7/1/2026	807.00
hk6311	- Section 8-Hsg Choice Vouchers	26075	t9001185 - Leggs Dunkle	7/1/2026	98.00
hk6311	- Section 8-Hsg Choice Vouchers	26076	v9006249 - Lund Pointe Apartments	7/1/2026	1,411.00
hk6311	- Section 8-Hsg Choice Vouchers	26077	t0036944 - Madrid	7/1/2026	113.00
hk6311	- Section 8-Hsg Choice Vouchers	26078	t0003298 - Masters	7/1/2026	16.00
hk6311	- Section 8-Hsg Choice Vouchers	26079	t9001791 - Mathis	7/1/2026	135.00
hk6311	- Section 8-Hsg Choice Vouchers	26080	v9002683 - Mike Foley	7/1/2026	770.00
hk6311	- Section 8-Hsg Choice Vouchers	26081	v0000781 - Minot Housing Authority	7/1/2026	194.42
hk6311	- Section 8-Hsg Choice Vouchers	26082	v9002914 - Mobile Properties Joint Junction LLC	7/1/2026	1,489.00
hk6311	- Section 8-Hsg Choice Vouchers	26083	t0035768 - Morse	7/1/2026	46.00
hk6311	- Section 8-Hsg Choice Vouchers	26084	t0017673 - Nall	7/1/2026	222.00
hk6311	- Section 8-Hsg Choice Vouchers	26085	v9002908 - Neil or Judy Bass	7/1/2026	1,642.00
hk6311	- Section 8-Hsg Choice Vouchers	26086	t0036809 - Nguyen	7/1/2026	254.00
hk6311	- Section 8-Hsg Choice Vouchers	26087	v9006887 - Norland Trails/Kitsap Olhava LLC	7/1/2026	2,558.00
hk6311	- Section 8-Hsg Choice Vouchers	26088	v9006312 - NSE Kitsap Fee Owner, LLC	7/1/2026	2,442.00
hk6311	- Section 8-Hsg Choice Vouchers	26089	v9005633 - Olympic Pointe Apartments	7/1/2026	10,648.00
hk6311	- Section 8-Hsg Choice Vouchers	26090	t9001801 - Omar	7/1/2026	225.00
hk6311	- Section 8-Hsg Choice Vouchers	26091	v9001264 - Orchard On The Green	7/1/2026	4,873.00
hk6311	- Section 8-Hsg Choice Vouchers	26092	v8000554 - ORCHARD PARK LLC	7/1/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	26093	t9001901 - Paden	7/1/2026	26.00
hk6311	- Section 8-Hsg Choice Vouchers	26094	t9001342 - Padget	7/1/2026	152.00
hk6311	- Section 8-Hsg Choice Vouchers	26095	t0017684 - Padilla Rangel	7/1/2026	119.00
hk6311	- Section 8-Hsg Choice Vouchers	26096	t9001790 - Pangelinan	7/1/2026	135.00
hk6311	- Section 8-Hsg Choice Vouchers	26097	v9006061 - Park Shore Property Management/Einspahr	7/1/2026	1,100.00
hk6311	- Section 8-Hsg Choice Vouchers	26098	v9002790 - Parkhurst Apartments	7/1/2026	1,690.00
hk6311	- Section 8-Hsg Choice Vouchers	26099	v9001563 - Parkwood Terrace Apartment Homes	7/1/2026	2,620.00
hk6311	- Section 8-Hsg Choice Vouchers	26100	t0002971 - Pearson	7/1/2026	19.00
hk6311	- Section 8-Hsg Choice Vouchers	26101	v9006398 - Pickett Prop Mgmt/Shigeta	7/1/2026	1,401.00
hk6311	- Section 8-Hsg Choice Vouchers	26102	v9006680 - Pickett Prop Mgmt/Watson	7/1/2026	1,747.00
hk6311	- Section 8-Hsg Choice Vouchers	26103	v9006483 - Pickett Property Mgt/Ana Simons Living Trust	7/1/2026	2,088.00
hk6311	- Section 8-Hsg Choice Vouchers	26104	v9005805 - Pine Ridge Apartments	7/1/2026	1,930.00
hk6311	- Section 8-Hsg Choice Vouchers	26105	t9001300 - Pinney	7/1/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	26106	v8000520 - PORT ORCHARD MULTIFAMILY LLC	7/1/2026	1,819.00
hk6311	- Section 8-Hsg Choice Vouchers	26107	v9007066 - Port Washington LLC	7/1/2026	1,775.00
hk6311	- Section 8-Hsg Choice Vouchers	26108	v8000595 - REALLY PROPERTY MANAGEMENT/KRECKER	7/1/2026	2,148.00
hk6311	- Section 8-Hsg Choice Vouchers	26109	v9006259 - REALLY PROPERTY MANAGEMENT/NEUSON	7/1/2026	1,096.00
hk6311	- Section 8-Hsg Choice Vouchers	26110	v9006313 - RedTail Residential/The Clubhouse at Port Orchard Apts	7/1/2026	3,687.00
hk6311	- Section 8-Hsg Choice Vouchers	26111	v9006946 - Reeder Management Inc / Bay Breeze Apartments	7/1/2026	1,392.00

Payment Summary
July 2026 Board Cash Disbursement Report

hk6311	- Section 8-Hsg Choice Vouchers	26112	v0000456 - REID PROPERTY MANAGEMENT LLC	7/1/2026	1,184.00
hk6311	- Section 8-Hsg Choice Vouchers	26113	v0000785 - REID PROPERTY MANAGEMENT/CABANA	7/1/2026	1,213.00
hk6311	- Section 8-Hsg Choice Vouchers	26114	v9006048 - Remax Connect/Webb	7/1/2026	1,457.00
hk6311	- Section 8-Hsg Choice Vouchers	26115	v8000674 - RENEW PROP MGMT/CAMELLE BOYKIN	7/1/2026	1,550.00
hk6311	- Section 8-Hsg Choice Vouchers	26116	v0000628 - RENEW PROP MGMT/COOPER CENTENNIAL LLC	7/1/2026	2,583.00
hk6311	- Section 8-Hsg Choice Vouchers	26117	v0000629 - RENEW PROP MGMT/CRI 5, LLC	7/1/2026	4.00
hk6311	- Section 8-Hsg Choice Vouchers	26118	v8000546 - RENEW PROP MGMT/SEACLIFF INVESTMENT GROUP, LLC	7/1/2026	2,368.00
hk6311	- Section 8-Hsg Choice Vouchers	26119	v0000630 - RENEW PROP MGMT/WA NATL INVESTMENT GROUP, LLC	7/1/2026	1,095.00
hk6311	- Section 8-Hsg Choice Vouchers	26120	t0014175 - Rhea	7/1/2026	492.00
hk6311	- Section 8-Hsg Choice Vouchers	26121	t0038936 - Roller	7/1/2026	112.00
hk6311	- Section 8-Hsg Choice Vouchers	26122	t0017725 - Rouse	7/1/2026	21.00
hk6311	- Section 8-Hsg Choice Vouchers	26123	v9001367 - Russell Frey Enterprise	7/1/2026	1,391.00
hk6311	- Section 8-Hsg Choice Vouchers	26124	t0007032 - Sadewasser	7/1/2026	103.00
hk6311	- Section 8-Hsg Choice Vouchers	26125	t9001634 - Salihi	7/1/2026	212.00
hk6311	- Section 8-Hsg Choice Vouchers	26126	t0016776 - Sanders	7/1/2026	330.00
hk6311	- Section 8-Hsg Choice Vouchers	26127	t0040239 - Sanderson	7/1/2026	115.00
hk6311	- Section 8-Hsg Choice Vouchers	26128	t0017698 - Sayles	7/1/2026	97.00
hk6311	- Section 8-Hsg Choice Vouchers	26129	v9003213 - Scandia Knolls Assoc. Limited Partnership	7/1/2026	3,629.00
hk6311	- Section 8-Hsg Choice Vouchers	26130	t9001179 - Schneider	7/1/2026	108.00
hk6311	- Section 8-Hsg Choice Vouchers	26131	t0042120 - Sharp	7/1/2026	6.00
hk6311	- Section 8-Hsg Choice Vouchers	26132	t0006818 - Sherwood	7/1/2026	90.00
hk6311	- Section 8-Hsg Choice Vouchers	26133	v8000589 - SILVA, CHRISTOPHER	7/1/2026	1,439.00
hk6311	- Section 8-Hsg Choice Vouchers	26134	v0000679 - SILVERDALE SHORES/BonaVista Mgmt	7/1/2026	1,322.00
hk6311	- Section 8-Hsg Choice Vouchers	26135	t0038147 - Skuza	7/1/2026	226.00
hk6311	- Section 8-Hsg Choice Vouchers	26136	t9001051 - Spears	7/1/2026	100.00
hk6311	- Section 8-Hsg Choice Vouchers	26137	v9005984 - Spencer Sutherland	7/1/2026	1,525.00
hk6311	- Section 8-Hsg Choice Vouchers	26138	v9004177 - Steven Durupt	7/1/2026	626.00
hk6311	- Section 8-Hsg Choice Vouchers	26139	t9001313 - Stone	7/1/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	26140	t0017846 - Swenson	7/1/2026	183.00
hk6311	- Section 8-Hsg Choice Vouchers	26141	t0039439 - Talbert	7/1/2026	294.00
hk6311	- Section 8-Hsg Choice Vouchers	26142	v9006568 - TAM Residential/Cottage Bay Apartments	7/1/2026	9,926.00
hk6311	- Section 8-Hsg Choice Vouchers	26143	v9006561 - TAM Residential/Viewcrest Village Apts	7/1/2026	21,041.00
hk6311	- Section 8-Hsg Choice Vouchers	26144	v9006082 - The Diplomat Apartments	7/1/2026	1,156.00
hk6311	- Section 8-Hsg Choice Vouchers	26145	v0000483 - THE JOSEPH GROUP	7/1/2026	1,897.00
hk6311	- Section 8-Hsg Choice Vouchers	26146	v0000806 - THE LANDING AT HARBOR POINTE 3 LLC	7/1/2026	1,632.00
hk6311	- Section 8-Hsg Choice Vouchers	26147	v9006149 - The Neiders Company/Orchard Pointe Apartments	7/1/2026	1,695.00
hk6311	- Section 8-Hsg Choice Vouchers	26148	v9007049 - The Ridge at Payseno Lane Apartments	7/1/2026	546.00
hk6311	- Section 8-Hsg Choice Vouchers	26149	v0000623 - THE SINCLAIR II, LLC OF WASHINGTON	7/1/2026	1,725.00
hk6311	- Section 8-Hsg Choice Vouchers	26150	v9003785 - The Summit - HAP acct	7/1/2026	1,031.00
hk6311	- Section 8-Hsg Choice Vouchers	26151	v9003323 - Total Property Management/Lund Village	7/1/2026	1,337.00
hk6311	- Section 8-Hsg Choice Vouchers	26152	t0036497 - Turner	7/1/2026	60.00
hk6311	- Section 8-Hsg Choice Vouchers	26153	t0017677 - Twogood	7/1/2026	122.00
hk6311	- Section 8-Hsg Choice Vouchers	26154	v9006573 - TYLER and KYLA McKEAN	7/1/2026	1,800.00
hk6311	- Section 8-Hsg Choice Vouchers	26155	v0000770 - Tyler Housing Agency	7/1/2026	1,202.24
hk6311	- Section 8-Hsg Choice Vouchers	26156	t9001212 - Veach	7/1/2026	95.00
hk6311	- Section 8-Hsg Choice Vouchers	26157	v9005602 - Vintage at Bremerton	7/1/2026	13,019.00
hk6311	- Section 8-Hsg Choice Vouchers	26158	v9006533 - Vintage at Silverdale	7/1/2026	12,747.00
hk6311	- Section 8-Hsg Choice Vouchers	26159	v0000494 - VINTAGE AT SILVERDALE, LLC	7/1/2026	1,948.00
hk6311	- Section 8-Hsg Choice Vouchers	26160	v9001125 - Weatherstone Apartment Homes	7/1/2026	2,346.00
hk6311	- Section 8-Hsg Choice Vouchers	26161	v9006025 - William Brasch	7/1/2026	2,600.00
hk6311	- Section 8-Hsg Choice Vouchers	26162	t0042129 - Williams	7/1/2026	8.00
hk6311	- Section 8-Hsg Choice Vouchers	26163	t0035827 - Wilson	7/1/2026	226.00
hk6311	- Section 8-Hsg Choice Vouchers	26164	v8000660 - WINDERMERE PROP MGMT/NEWKIRK	7/1/2026	2,800.00
hk6311	- Section 8-Hsg Choice Vouchers	26165	v9006971 - WINDERMERE PROPERTY MANAGEMENT/GIBBS-EGAN	7/1/2026	1,417.00
hk6311	- Section 8-Hsg Choice Vouchers	26166	v9006453 - WINDERMERE PROPERTY MANAGEMENT/KASHUK	7/1/2026	1,511.00
hk6311	- Section 8-Hsg Choice Vouchers	26167	v9006419 - WOZLECK, JAMES L.	7/1/2026	1,184.00
hk6311	- Section 8-Hsg Choice Vouchers	26168	t9001389 - Zimmerman	7/1/2026	124.00
hk6311	- Section 8-Hsg Choice Vouchers	167	v0000001 - Housing Kitsap	7/2/2026	2,211.00
hk6311	- Section 8-Hsg Choice Vouchers	168	v0000683 - Pierce County Housing Authority	7/2/2026	1,524.22
hk6311	- Section 8-Hsg Choice Vouchers	169	v0000001 - Housing Kitsap	7/2/2026	153,374.00
hk6311	- Section 8-Hsg Choice Vouchers	170	v0000005 - Kitsap Apartments	7/2/2026	1,935.00
hk6311	- Section 8-Hsg Choice Vouchers	171	v0000478 - HK Homes	7/2/2026	26,402.00
hk6311	- Section 8-Hsg Choice Vouchers	172	v0000493 - HARCOURTS PENINSULA PROPERTIES	7/2/2026	3,003.00
hk6311	- Section 8-Hsg Choice Vouchers	173	v0000624 - ADVANI, ANURADHA	7/2/2026	3,020.00
hk6311	- Section 8-Hsg Choice Vouchers	174	v0000683 - Pierce County Housing Authority	7/2/2026	2,682.24
hk6311	- Section 8-Hsg Choice Vouchers	175	v0000688 - Housing Authority of Snohomish County	7/2/2026	1,592.19
hk6311	- Section 8-Hsg Choice Vouchers	176	v0000691 - REALLY PROP MGMT/MONTMINY	7/2/2026	2,850.00
hk6311	- Section 8-Hsg Choice Vouchers	177	v0000709 - VINSHAW HOLDINGS, LLC	7/2/2026	2,816.00

Payment Summary
July 2026 Board Cash Disbursement Report

hk6311	- Section 8-Hsg Choice Vouchers	178	v0000721 - NORDIC COTTAGES	7/2/2026	11,929.00
hk6311	- Section 8-Hsg Choice Vouchers	179	v0000727 - DETAILS PROP MGMT/KEETON	7/2/2026	1,489.00
hk6311	- Section 8-Hsg Choice Vouchers	180	v0000733 - EDWARD & MARLYS RECKNAGLE	7/2/2026	317.00
hk6311	- Section 8-Hsg Choice Vouchers	181	v0000736 - DYER, KIMBERLEE M	7/2/2026	1,844.00
hk6311	- Section 8-Hsg Choice Vouchers	182	v0000742 - GIG HARBOR PROP MGMT/PORTER	7/2/2026	2,550.00
hk6311	- Section 8-Hsg Choice Vouchers	183	v0000747 - Time Square Apartments	7/2/2026	18,332.00
hk6311	- Section 8-Hsg Choice Vouchers	184	v0000773 - SEDGWICK VENTURES LLC dba POTTERY CREEK	7/2/2026	1,325.00
hk6311	- Section 8-Hsg Choice Vouchers	185	v0000774 - JEFFREY TRAN	7/2/2026	1,144.00
hk6311	- Section 8-Hsg Choice Vouchers	186	v0000787 - SCHAPPER, MAURA	7/2/2026	2,865.00
hk6311	- Section 8-Hsg Choice Vouchers	187	v0000796 - SFR BORROWER 2021-2 LLC	7/2/2026	1,439.00
hk6311	- Section 8-Hsg Choice Vouchers	188	v0000799 - Housing Authority of Thurston County	7/2/2026	5,507.70
hk6311	- Section 8-Hsg Choice Vouchers	189	v8000514 - CDJ3@WA PROPERTY LLC	7/2/2026	2,494.00
hk6311	- Section 8-Hsg Choice Vouchers	190	v8000519 - KITSAP MENTAL HEALTH SERVICES	7/2/2026	8,206.00
hk6311	- Section 8-Hsg Choice Vouchers	191	v8000593 - BAGGERLY, KEITH	7/2/2026	686.00
hk6311	- Section 8-Hsg Choice Vouchers	192	v8000644 - CG WELLINGTON, LLC	7/2/2026	1,485.00
hk6311	- Section 8-Hsg Choice Vouchers	193	v8000657 - SATRAN-LOUDIN, JILL	7/2/2026	1,338.00
hk6311	- Section 8-Hsg Choice Vouchers	194	v8000661 - CROSSPOINTE ASSOC LTD PARTNERSHIP	7/2/2026	3,085.00
hk6311	- Section 8-Hsg Choice Vouchers	195	v8000664 - BERNTSEN, SPENCER	7/2/2026	1,097.00
hk6311	- Section 8-Hsg Choice Vouchers	196	v9000445 - CLARK, STEPHEN M.	7/2/2026	837.00
hk6311	- Section 8-Hsg Choice Vouchers	197	v9000568 - Robert W Dick	7/2/2026	1,290.00
hk6311	- Section 8-Hsg Choice Vouchers	198	v9000691 - Finch Place Apartments	7/2/2026	779.00
hk6311	- Section 8-Hsg Choice Vouchers	199	v9000729 - GAINES, MARK A.	7/2/2026	2,000.00
hk6311	- Section 8-Hsg Choice Vouchers	200	v9000747 - Golden Tides III Dyes Inlet	7/2/2026	2,790.00
hk6311	- Section 8-Hsg Choice Vouchers	201	v9000881 - Eric Holm	7/2/2026	9,738.00
hk6311	- Section 8-Hsg Choice Vouchers	202	v9000966 - KAS - Kingston Ridge Apartments	7/2/2026	8,180.00
hk6311	- Section 8-Hsg Choice Vouchers	203	v9001022 - Liberty Bay Apartments	7/2/2026	19,194.00
hk6311	- Section 8-Hsg Choice Vouchers	204	v9001050 - Madrona Manor	7/2/2026	13,014.00
hk6311	- Section 8-Hsg Choice Vouchers	205	v9001278 - KAS - Park Place Apartments	7/2/2026	3,871.00
hk6311	- Section 8-Hsg Choice Vouchers	206	v9001405 - KAS - CONIFER WOODS APARTMENTS	7/2/2026	38,914.00
hk6311	- Section 8-Hsg Choice Vouchers	207	v9001407 - Port Orchard Vista Apartments	7/2/2026	20,446.00
hk6311	- Section 8-Hsg Choice Vouchers	208	v9001416 - Frank J Prentice	7/2/2026	396.00
hk6311	- Section 8-Hsg Choice Vouchers	209	v9003457 - EP Holdings LLC/Erlands Point Apartments	7/2/2026	1,830.00
hk6311	- Section 8-Hsg Choice Vouchers	210	v9004359 - Rawlin Swanson	7/2/2026	1,932.00
hk6311	- Section 8-Hsg Choice Vouchers	211	v9004679 - Joan Davis	7/2/2026	687.00
hk6311	- Section 8-Hsg Choice Vouchers	212	v9005608 - Golden Tides II	7/2/2026	11,142.00
hk6311	- Section 8-Hsg Choice Vouchers	213	v9005615 - Fjord Vista II	7/2/2026	641.00
hk6311	- Section 8-Hsg Choice Vouchers	214	v9005809 - Evert, Brenda	7/2/2026	1,096.00
hk6311	- Section 8-Hsg Choice Vouchers	215	v9006030 - Brenna Fields/Aspen Orchard LLC	7/2/2026	1,285.00
hk6311	- Section 8-Hsg Choice Vouchers	216	v9006083 - Tip Top Property Investments LLC	7/2/2026	3,401.00
hk6311	- Section 8-Hsg Choice Vouchers	217	v9006236 - REally Property Mgmt/Borgatti	7/2/2026	1,574.00
hk6311	- Section 8-Hsg Choice Vouchers	218	v9006311 - Details Property Mgmt/Kallander	7/2/2026	1,871.00
hk6311	- Section 8-Hsg Choice Vouchers	219	v9006369 - REally Prop Mgmt/Seattle Youth Home Servs LLC	7/2/2026	1,053.00
hk6311	- Section 8-Hsg Choice Vouchers	220	v9006373 - Marty D. Lemon/Sydney LLC	7/2/2026	962.00
hk6311	- Section 8-Hsg Choice Vouchers	221	v9006443 - Mary E. Heskett	7/2/2026	1,485.00
hk6311	- Section 8-Hsg Choice Vouchers	222	v9006516 - Julie Bowling	7/2/2026	565.00
hk6311	- Section 8-Hsg Choice Vouchers	223	v9006611 - ID Ent Rentals LLC	7/2/2026	1,495.00
hk6311	- Section 8-Hsg Choice Vouchers	224	v9006774 - Carlos E. Aceves	7/2/2026	2,903.00
hk6311	- Section 8-Hsg Choice Vouchers	225	v9007013 - ID Ent Rentals LLC/Haj	7/2/2026	2,700.00
hk6311	- Section 8-Hsg Choice Vouchers	226	v9007024 - Deborah McRae	7/2/2026	215.00
hk6311	- Section 8-Hsg Choice Vouchers	227	v9007117 - REally Property Mgmt/Morley	7/2/2026	2,800.00
hk6311	- Section 8-Hsg Choice Vouchers	228	v9007124 - HK Homes (for Golden Tides 1)	7/2/2026	11,107.00
hk6311	- Section 8-Hsg Choice Vouchers	229	v9007129 - HK Homes (for Nollwood)	7/2/2026	31,956.00
hk6311	- Section 8-Hsg Choice Vouchers	230	v0000478 - HK Homes	7/22/2026	2,788.00
hk6311	- Section 8-Hsg Choice Vouchers	231	v0000747 - Time Square Apartments	7/22/2026	1,658.00
hk6311	- Section 8-Hsg Choice Vouchers	232	v9001407 - Port Orchard Vista Apartments	7/22/2026	1,015.00
hk6311	- Section 8-Hsg Choice Vouchers	233	v9006774 - Carlos E. Aceves	7/22/2026	597.00
hk6311	- Section 8-Hsg Choice Vouchers	234	v9007129 - HK Homes (for Nollwood)	7/22/2026	1,291.00
hk6311	- Section 8-Hsg Choice Vouchers	26169	t0003138 - Duchesneau	7/22/2026	213.00
hk6311	- Section 8-Hsg Choice Vouchers	26170	t0006818 - Sherwood	7/22/2026	94.00
hk6311	- Section 8-Hsg Choice Vouchers	26171	t0017673 - Nall	7/22/2026	492.00
hk6311	- Section 8-Hsg Choice Vouchers	26172	t0036894 - Lewis	7/22/2026	206.00
hk6311	- Section 8-Hsg Choice Vouchers	26173	t9001588 - Cyphers	7/22/2026	195.00
hk6311	- Section 8-Hsg Choice Vouchers	26174	v0000813 - ALIDA MULLENIX	7/22/2026	2,903.00
hk6311	- Section 8-Hsg Choice Vouchers	26175	v9000617 - Bernardo A. Echeverri	7/22/2026	707.00
hk6311	- Section 8-Hsg Choice Vouchers	26176	v9001125 - Weatherstone Apartment Homes	7/22/2026	54.00
hk6311	- Section 8-Hsg Choice Vouchers	26177	v9007129 - HK Homes (for Nollwood)	7/22/2026	2,001.00
hk6311	- Section 8-Hsg Choice Vouchers	26178	v9007138 - Pickett Prop Mgmt/Gehlhausen	7/22/2026	2,450.00

753,203.62

Payment Summary
July 2026 Board Cash Disbursement Report

Bank	Check#	Vendor	Date	Amount
hkop8711 - HK_MF_All-Owned_OP	2823	V0000287 - RODDA PAINT COMPANY	7/1/2026	159.31
hkop8711 - HK_MF_All-Owned_OP	2820	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	7/1/2026	104.44
hkop8711 - HK_MF_All-Owned_OP	2817	v0000746 - BUILDING A TRADITION, LLC	7/1/2026	30,523.00
hkop8711 - HK_MF_All-Owned_OP	2824	V0000294 - SCOTT MCLENDONS HARDWARE	7/1/2026	20.19
hkop8711 - HK_MF_All-Owned_OP	2819	V0000138 - HENERY HARDWARE, INC.	7/1/2026	94.62
hkop8711 - HK_MF_All-Owned_OP	2816	V0000050 - BREMERTON CITY OF-Utility Billing	7/1/2026	1,776.88
hkop8711 - HK_MF_All-Owned_OP	2821	v0000765 - LEFLER TREE SERVICE	7/1/2026	1,600.00
hkop8711 - HK_MF_All-Owned_OP	2810	t0000118 - Carr	7/1/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	2822	V0000247 - OFFICE DEPOT-ACCT. 67444053	7/1/2026	168.19
hkop8711 - HK_MF_All-Owned_OP	2812	t9001469 - Pusateri	7/1/2026	56.00
hkop8711 - HK_MF_All-Owned_OP	2826	v0000667 - WESTERN EXTERMINATOR	7/1/2026	128.75
hkop8711 - HK_MF_All-Owned_OP	2825	V0000334 - THYSSENKRUPP ELEVATOR CORP.	7/1/2026	11,487.17
hkop8711 - HK_MF_All-Owned_OP	2818	V0000070 - CINTAS FIRE 636525	7/1/2026	7,552.00
hkop8711 - HK_MF_All-Owned_OP	2813	t0000111 - Wiklund	7/1/2026	73.00
hkop8711 - HK_MF_All-Owned_OP	2815	v0000598 - ASHLEY'S CLEANING	7/1/2026	1,660.00
hkop8711 - HK_MF_All-Owned_OP	2814	V0000025 - ANCHOR SAVINGS BANK-WCRA for WINDSONG	7/1/2026	6,162.66
hkop8711 - HK_MF_All-Owned_OP	2811	t0000075 - Johnston	7/1/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	JE 8277	reclassify payment. Payment was deposited to Gen Fund. S/B 8711. Also included a	7/2/2026	155,800.00
hkop8711 - HK_MF_All-Owned_OP	99423817	V0000136 - HD SUPPLY - ACCT.#104436	7/2/2026	4,240.01
hkop8711 - HK_MF_All-Owned_OP	99900488	v0000143 - HOME DEPOT CREDIT SVCS- 4595	7/2/2026	872.83
hkop8711 - HK_MF_All-Owned_OP	99994536	v0000201 - LOWES - AM DEPT	7/3/2026	6,211.72
hkop8711 - HK_MF_All-Owned_OP	2827	t9001972 - Parker	7/9/2026	9.50
hkop8711 - HK_MF_All-Owned_OP	99045536	V0000136 - HD SUPPLY - ACCT.#104436	7/10/2026	12,785.19
hkop8711 - HK_MF_All-Owned_OP	2831	V0000217 - MIRACLE METHOD OF TACOMA	7/10/2026	1,575.00
hkop8711 - HK_MF_All-Owned_OP	2828	V0000035 - BAINBRIDGE ISLAND, CITY OF-Utility billing	7/10/2026	15,016.74
hkop8711 - HK_MF_All-Owned_OP	2829	V0000080 - COMCAST	7/10/2026	154.26
hkop8711 - HK_MF_All-Owned_OP	2830	V0000183 - KITSAP P.U.D.#1	7/10/2026	586.92
hkop8711 - HK_MF_All-Owned_OP	2832	v0000417 - PETTY CASH FUND - ORCHARD BLUFF	7/10/2026	130.53
hkop8711 - HK_MF_All-Owned_OP	JE 8410	HK HOMES FUNDS TRANSFER TO INVESTMENT ACCOUNT	7/14/2026	544,000.00
hkop8711 - HK_MF_All-Owned_OP	99789004	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	7/15/2026	399.16
hkop8711 - HK_MF_All-Owned_OP	RC 58178	Returned item t0000497	7/15/2026	432.00
hkop8711 - HK_MF_All-Owned_OP	99788884	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	7/15/2026	435.01
hkop8711 - HK_MF_All-Owned_OP	2846	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	7/16/2026	11,638.90
hkop8711 - HK_MF_All-Owned_OP	2840	V0000272 - PUGET SOUND ENERGY	7/16/2026	4,117.29
hkop8711 - HK_MF_All-Owned_OP	2844	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	7/16/2026	5,610.34
hkop8711 - HK_MF_All-Owned_OP	2836	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	7/16/2026	3,933.61
hkop8711 - HK_MF_All-Owned_OP	2833	V0000034 - BAINBRIDGE DISPOSAL, INC.	7/16/2026	826.71
hkop8711 - HK_MF_All-Owned_OP	2847	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	7/16/2026	80.80
hkop8711 - HK_MF_All-Owned_OP	2842	V0000359 - WAVE ASTOUND	7/16/2026	77.85
hkop8711 - HK_MF_All-Owned_OP	2835	V0000179 - KITSAP GARAGE DOOR CO.	7/16/2026	245.00
hkop8711 - HK_MF_All-Owned_OP	2837	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	7/16/2026	353.84
hkop8711 - HK_MF_All-Owned_OP	2834	V0000070 - CINTAS FIRE 636525	7/16/2026	390.00
hkop8711 - HK_MF_All-Owned_OP	2845	V0000080 - COMCAST	7/16/2026	15.45
hkop8711 - HK_MF_All-Owned_OP	2843	V0000362 - WEST SOUND UTILITY DISTRICT	7/16/2026	11,892.96
hkop8711 - HK_MF_All-Owned_OP	2838	v0000266 - PORT ORCHARD, CITY OF - Utility Billing	7/16/2026	6,482.82
hkop8711 - HK_MF_All-Owned_OP	2839	v0000267 - POULSBO, CITY OF	7/16/2026	10,428.71
hkop8711 - HK_MF_All-Owned_OP	2841	v0000424 - TRS MECHANICAL, INC	7/16/2026	14,739.79
hkop8711 - HK_MF_All-Owned_OP	JE 8323	FUND TRANSFER- TIMES SQUARE JUNE 2026 INTERFUND REIMBURSEMENT	7/20/2026	5,466.31
hkop8711 - HK_MF_All-Owned_OP	JE 8324	FUND TRANSFER- RD PROJECTS JUNE 2026 INTERFUND REIMBURSEMENT	7/20/2026	39,992.14
hkop8711 - HK_MF_All-Owned_OP	JE 8325	FUND TRANSFER- RENTAL PROJECTS INTERFUND REIMBURSEMENT	7/20/2026	106,690.62
hkop8711 - HK_MF_All-Owned_OP	2860	V0000308 - SHERWIN WILLIAMS COMPANY	7/23/2026	1,870.00
hkop8711 - HK_MF_All-Owned_OP	2852	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	7/23/2026	2,190.32
hkop8711 - HK_MF_All-Owned_OP	2854	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	7/23/2026	427.36
hkop8711 - HK_MF_All-Owned_OP	2856	v0000416 - PETTY CASH FUND - MADRONA MANOR	7/23/2026	145.84
hkop8711 - HK_MF_All-Owned_OP	2849	V0000050 - BREMERTON CITY OF-Utility Billing	7/23/2026	5,671.87
hkop8711 - HK_MF_All-Owned_OP	2855	v0000455 - KURTZ, HEATHER	7/23/2026	28.21
hkop8711 - HK_MF_All-Owned_OP	2851	V0000080 - COMCAST	7/23/2026	253.72
hkop8711 - HK_MF_All-Owned_OP	2848	v0000598 - ASHLEY'S CLEANING	7/23/2026	1,220.00
hkop8711 - HK_MF_All-Owned_OP	2850	V0000070 - CINTAS FIRE 636525	7/23/2026	8,637.73
hkop8711 - HK_MF_All-Owned_OP	2861	V0000359 - WAVE ASTOUND	7/23/2026	299.93
hkop8711 - HK_MF_All-Owned_OP	2857	V0000272 - PUGET SOUND ENERGY	7/23/2026	3,660.43
hkop8711 - HK_MF_All-Owned_OP	2859	v0000672 - RENTGROW, INC	7/23/2026	180.00
hkop8711 - HK_MF_All-Owned_OP	2858	v0000281 - RELIABLE PARTS	7/23/2026	76.53
hkop8711 - HK_MF_All-Owned_OP	2853	V0000133 - HOUSING AUTHORITIES RISK RETENTION POOL (HAARP)	7/23/2026	75.00
hkop8711 - HK_MF_All-Owned_OP	99285512	V0000136 - HD SUPPLY - ACCT.#104436	7/24/2026	5,452.11
hkop8711 - HK_MF_All-Owned_OP	JE 8393	Payment was adjusted at the bank and reduced by \$30.00.Original Payment posted	7/24/2026	30.00

Payment Summary
July 2026 Board Cash Disbursement Report

hkop8711 - HK_MF_All-Owned_OP	RC 58938	Returned item t9000298	7/24/2026	676.00
hkop8711 - HK_MF_All-Owned_OP	JE 8407	WINDSONG FY 2025 EXCESS TRANSFER FROM OPERATING TO REPLACEMENT RE	7/27/2026	113,648.00
hkop8711 - HK_MF_All-Owned_OP	99421816	v0000001 - Housing Kitsap	7/27/2026	4,560.90
hkop8711 - HK_MF_All-Owned_OP	99421824	v0000610 - HK_MF_RD-REQ-RESERVES	7/27/2026	2,314.00
hkop8711 - HK_MF_All-Owned_OP	99421829	V0000262 - PITNEY BOWES RESERVE ACCOUNT	7/27/2026	1,500.00
hkop8711 - HK_MF_All-Owned_OP	JE 8361	FUND TRANSFER- RD PROJECTS JUNE 2026 PAYROLL REIMBURSEMENT	7/28/2026	23,028.24
hkop8711 - HK_MF_All-Owned_OP	JE 8362	FUND TRANSFER- PROJECT RENTALS JUNE 2026 PAYROLL REIMBURSEMENT	7/28/2026	49,750.81
hkop8711 - HK_MF_All-Owned_OP	99424427	v0000001 - Housing Kitsap	7/30/2026	2,000.00
hkop8711 - HK_MF_All-Owned_OP	99424426	v0000001 - Housing Kitsap	7/30/2026	1,000.00
hkop8711 - HK_MF_All-Owned_OP	2862	V0000040 - BIRD ELECTRIC CORP.	7/30/2026	250.00
hkop8711 - HK_MF_All-Owned_OP	2870	t9001975 - Rach	7/30/2026	20.00
hkop8711 - HK_MF_All-Owned_OP	2866	V0000138 - HENERY HARDWARE, INC.	7/30/2026	6.59
hkop8711 - HK_MF_All-Owned_OP	2867	v0000435 - PETTY CASH FUND - FJORD MANOR APTS	7/30/2026	145.95
hkop8711 - HK_MF_All-Owned_OP	2863	v0000746 - BUILDING A TRADITION, LLC	7/30/2026	11,974.00
hkop8711 - HK_MF_All-Owned_OP	2864	V0000065 - CASCADE NATURAL GAS CORP.	7/30/2026	461.05
hkop8711 - HK_MF_All-Owned_OP	2868	v0000423 - ROBEDEAU PLUMBING & SEWER SERVICE	7/30/2026	790.00
hkop8711 - HK_MF_All-Owned_OP	99480282	v0000143 - HOME DEPOT CREDIT SVCS- 4595	7/30/2026	5,623.74
hkop8711 - HK_MF_All-Owned_OP	2869	t9001934 - Bragg	7/30/2026	9.50
hkop8711 - HK_MF_All-Owned_OP	99424425	v0000001 - Housing Kitsap	7/30/2026	2,000.00
hkop8711 - HK_MF_All-Owned_OP	2865	V0000070 - CINTAS FIRE 636525	7/30/2026	1,310.80
				1,278,616.85

Bank	Check#	Vendor	Date	Amount
hk7911 - HK_MF_Sep_Corp_OP	1200	t0000141 - Bryant	7/1/2026	73.00
hk7911 - HK_MF_Sep_Corp_OP	1201	t9001378 - Dunbar	7/1/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	1202	t9000534 - Dunn	7/1/2026	18.00
hk7911 - HK_MF_Sep_Corp_OP	1203	t9000459 - Fontana	7/1/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	1204	t9001330 - Haynes	7/1/2026	47.00
hk7911 - HK_MF_Sep_Corp_OP	1205	t9000462 - Hoskinson	7/1/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	1206	t9000735 - Ives	7/1/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	1207	t9000555 - KELLEY	7/1/2026	121.00
hk7911 - HK_MF_Sep_Corp_OP	1208	t9000495 - KELLY	7/1/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	1209	t9000437 - Mason	7/1/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	1210	t9000419 - O'Con	7/1/2026	14.00
hk7911 - HK_MF_Sep_Corp_OP	1211	t0000150 - Rhodelander	7/1/2026	27.00
hk7911 - HK_MF_Sep_Corp_OP	1212	t9000562 - Sanders	7/1/2026	134.00
hk7911 - HK_MF_Sep_Corp_OP	1213	t9000743 - Scherler-Evenson	7/1/2026	121.00
hk7911 - HK_MF_Sep_Corp_OP	1214	V0000050 - BREMERTON CITY OF-Utility Billing	7/1/2026	2,562.73
hk7911 - HK_MF_Sep_Corp_OP	1215	v0000746 - BUILDING A TRADITION, LLC	7/1/2026	982.80
hk7911 - HK_MF_Sep_Corp_OP	1216	V0000065 - CASCADE NATURAL GAS CORP.	7/1/2026	180.38
hk7911 - HK_MF_Sep_Corp_OP	1217	v0000380 - Century Link	7/1/2026	93.26
hk7911 - HK_MF_Sep_Corp_OP	1218	V0000138 - HENERY HARDWARE, INC.	7/1/2026	88.41
hk7911 - HK_MF_Sep_Corp_OP	1219	v0000765 - LEFLER TREE SERVICE	7/1/2026	8,525.40
hk7911 - HK_MF_Sep_Corp_OP	1220	V0000272 - PUGET SOUND ENERGY	7/1/2026	126.17
hk7911 - HK_MF_Sep_Corp_OP	1221	v0000281 - RELIABLE PARTS	7/1/2026	77.83
hk7911 - HK_MF_Sep_Corp_OP	1222	v0000797 - W.W. GRAINGER, INC.	7/1/2026	393.49
hk7911 - HK_MF_Sep_Corp_OP	99103354	v0000143 - HOME DEPOT CREDIT SVCS- 4595	7/2/2026	814.82
hk7911 - HK_MF_Sep_Corp_OP	99962129	v0000201 - LOWES - AM DEPT	7/2/2026	850.33
hk7911 - HK_MF_Sep_Corp_OP	JE 8276	RECLASSIFY KR CTRL#58650 HK EFT 169THIS WAS DEPOSITED TO GEN FUND S/	7/2/2026	1,627.00
hk7911 - HK_MF_Sep_Corp_OP	RC 57278	Returned item t0000546	7/2/2026	176.00
hk7911 - HK_MF_Sep_Corp_OP	99630133	V0000135 - HD SUPPLY - #3320024	7/6/2026	11,565.63
hk7911 - HK_MF_Sep_Corp_OP	99640053	V0000135 - HD SUPPLY - #3320024	7/6/2026	6,814.76
hk7911 - HK_MF_Sep_Corp_OP	1223	V0000183 - KITSAP P.U.D.#1	7/10/2026	2,921.25
hk7911 - HK_MF_Sep_Corp_OP	1224	v0000266 - PORT ORCHARD, CITY OF - Utility Billing	7/10/2026	27,495.78
hk7911 - HK_MF_Sep_Corp_OP	1225	v0000267 - POULSBO, CITY OF	7/10/2026	2,555.37
hk7911 - HK_MF_Sep_Corp_OP	1226	V0000272 - PUGET SOUND ENERGY	7/10/2026	5,029.86
hk7911 - HK_MF_Sep_Corp_OP	1227	V0000287 - RODDA PAINT COMPANY	7/10/2026	1,406.85
hk7911 - HK_MF_Sep_Corp_OP	1228	V0000362 - WEST SOUND UTILITY DISTRICT	7/10/2026	4,196.90
hk7911 - HK_MF_Sep_Corp_OP	JE 8265	TRANSFER RRA/FVII OP RES MONIES FROM 9511 TO 7911	7/10/2026	45,481.62
hk7911 - HK_MF_Sep_Corp_OP	JE 8411	KITSAP APARTMENTS FUNDS TRANSFER TO INVESTMENT ACCOUNT	7/14/2026	1,024,257.00
hk7911 - HK_MF_Sep_Corp_OP	99788978	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	7/15/2026	373.93
hk7911 - HK_MF_Sep_Corp_OP	1229	v0000698 - APARTMENTS LLC	7/16/2026	1,147.65
hk7911 - HK_MF_Sep_Corp_OP	1230	v0000598 - ASHLEY'S CLEANING	7/16/2026	2,375.00
hk7911 - HK_MF_Sep_Corp_OP	1231	V0000047 - BREM AIR DISPOSAL, INC.-Commercial acct	7/16/2026	14,215.94
hk7911 - HK_MF_Sep_Corp_OP	1232	V0000070 - CINTAS FIRE 636525	7/16/2026	4,267.72
hk7911 - HK_MF_Sep_Corp_OP	1233	V0000138 - HENERY HARDWARE, INC.	7/16/2026	161.95
hk7911 - HK_MF_Sep_Corp_OP	1234	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	7/16/2026	13,360.16
hk7911 - HK_MF_Sep_Corp_OP	1235	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	7/16/2026	58.90

Payment Summary
July 2026 Board Cash Disbursement Report

hk7911 - HK_MF_Sep_Corp_OP	1236	V0000246 - OFFICE DEPOT--ACCT# 19356639	7/16/2026	80.00
hk7911 - HK_MF_Sep_Corp_OP	1237	V0000271 - PUCKETT & REDFORD P.L.L.C.	7/16/2026	9,129.01
hk7911 - HK_MF_Sep_Corp_OP	1238	V0000272 - PUGET SOUND ENERGY	7/16/2026	4,979.40
hk7911 - HK_MF_Sep_Corp_OP	1239	v0000281 - RELIABLE PARTS	7/16/2026	83.56
hk7911 - HK_MF_Sep_Corp_OP	1240	v0000672 - RENTGROW, INC	7/16/2026	380.00
hk7911 - HK_MF_Sep_Corp_OP	1241	V0000287 - RODDA PAINT COMPANY	7/16/2026	229.18
hk7911 - HK_MF_Sep_Corp_OP	1242	V0000362 - WEST SOUND UTILITY DISTRICT	7/16/2026	16,300.50
hk7911 - HK_MF_Sep_Corp_OP	1243	v0000370 - YARDI SYSTEMS, INC.	7/16/2026	45.00
hk7911 - HK_MF_Sep_Corp_OP	1244	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	7/16/2026	240.01
hk7911 - HK_MF_Sep_Corp_OP	JE 8322	FUND TRANSFER- RAILROAD JUNE 2026 INTERFUND REIMBURSEMENT	7/20/2026	4,448.24
hk7911 - HK_MF_Sep_Corp_OP	JE 8326	FUND TRANSFER- RED BARN INTERFUND REIMBURSEMENT	7/20/2026	25,648.70
hk7911 - HK_MF_Sep_Corp_OP	JE 8327	FUND TRANSFER- LIBERTY BAY INTERFUND REIMBURSEMENT	7/20/2026	8,428.73
hk7911 - HK_MF_Sep_Corp_OP	JE 8328	FUND TRANSFER- DYES INLET INTERFUND REIMBURSEMENT	7/20/2026	8,404.93
hk7911 - HK_MF_Sep_Corp_OP	JE 8329	FUND TRANSFER- KITSAP APARTMENTS INTERFUND REIMBURSEMENT	7/20/2026	132,084.87
hk7911 - HK_MF_Sep_Corp_OP	99417450	V0000262 - PITNEY BOWES RESERVE ACCOUNT	7/21/2026	1,000.00
hk7911 - HK_MF_Sep_Corp_OP	1245	v0000698 - APARTMENTS LLC	7/23/2026	207.67
hk7911 - HK_MF_Sep_Corp_OP	1246	V0000070 - CINTAS FIRE 636525	7/23/2026	9,954.30
hk7911 - HK_MF_Sep_Corp_OP	1247	V0000138 - HENERY HARDWARE, INC.	7/23/2026	131.32
hk7911 - HK_MF_Sep_Corp_OP	1248	V0000271 - PUCKETT & REDFORD P.L.L.C.	7/23/2026	567.38
hk7911 - HK_MF_Sep_Corp_OP	1249	V0000272 - PUGET SOUND ENERGY	7/23/2026	319.75
hk7911 - HK_MF_Sep_Corp_OP	1250	V0000279 - REDROCK RESURFACING	7/23/2026	434.62
hk7911 - HK_MF_Sep_Corp_OP	1251	v0000672 - RENTGROW, INC	7/23/2026	40.00
hk7911 - HK_MF_Sep_Corp_OP	1252	V0000287 - RODDA PAINT COMPANY	7/23/2026	613.95
hk7911 - HK_MF_Sep_Corp_OP	1253	V0000359 - WAVE ASTOUND	7/23/2026	158.93
hk7911 - HK_MF_Sep_Corp_OP	1254	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	7/23/2026	638.55
hk7911 - HK_MF_Sep_Corp_OP	1255	v0000455 - KURTZ, HEATHER	7/23/2026	64.17
hk7911 - HK_MF_Sep_Corp_OP	1256	V0000308 - SHERWIN WILLIAMS COMPANY	7/23/2026	496.86
hk7911 - HK_MF_Sep_Corp_OP	99113566	v0000201 - LOWES - AM DEPT	7/23/2026	8,363.79
hk7911 - HK_MF_Sep_Corp_OP	99197674	V0000135 - HD SUPPLY - #3320024	7/23/2026	1,459.56
hk7911 - HK_MF_Sep_Corp_OP	99282023	V0000135 - HD SUPPLY - #3320024	7/24/2026	5,227.11
hk7911 - HK_MF_Sep_Corp_OP	99285824	V0000135 - HD SUPPLY - #3320024	7/24/2026	6,092.67
hk7911 - HK_MF_Sep_Corp_OP	99421825	v0000608 - HK_MF_SEP-CORP-RESERVES	7/27/2026	3,850.00
hk7911 - HK_MF_Sep_Corp_OP	JE 8414	FUNDS TRANSFER- RAILROAD FY 2025 EXCESS CASH TRANSFER FROM OPERATIN	7/27/2026	58,432.00
hk7911 - HK_MF_Sep_Corp_OP	99421818	v0000001 - Housing Kitsap	7/28/2026	5,000.00
hk7911 - HK_MF_Sep_Corp_OP	99421872	v9001405 - KAS - CONIFER WOODS APARTMENTS	7/28/2026	1,692.00
hk7911 - HK_MF_Sep_Corp_OP	JE 8360	FUND TRANSFER- COMPONENT UNITS JUNE 2026 PAYROLL REIMBURSEMENT	7/28/2026	37,488.30
hk7911 - HK_MF_Sep_Corp_OP	1257	v0000746 - BUILDING A TRADITION, LLC	7/30/2026	25,662.17
hk7911 - HK_MF_Sep_Corp_OP	1258	V0000065 - CASCADE NATURAL GAS CORP.	7/30/2026	34.06
hk7911 - HK_MF_Sep_Corp_OP	1259	v0000380 - Century Link	7/30/2026	72.66
hk7911 - HK_MF_Sep_Corp_OP	1260	V0000138 - HENERY HARDWARE, INC.	7/30/2026	181.85
hk7911 - HK_MF_Sep_Corp_OP	1261	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	7/30/2026	52.87
hk7911 - HK_MF_Sep_Corp_OP	1262	v0000765 - LEFLER TREE SERVICE	7/30/2026	10,000.00
hk7911 - HK_MF_Sep_Corp_OP	1263	V0000246 - OFFICE DEPOT--ACCT# 19356639	7/30/2026	559.45
hk7911 - HK_MF_Sep_Corp_OP	1264	v0000474 - PETTY CASH FUND - PORT ORCHARD VISTA	7/30/2026	81.52
hk7911 - HK_MF_Sep_Corp_OP	1265	V0000272 - PUGET SOUND ENERGY	7/30/2026	83.58
hk7911 - HK_MF_Sep_Corp_OP	1266	v0000281 - RELIABLE PARTS	7/30/2026	183.47
hk7911 - HK_MF_Sep_Corp_OP	1267	V0000294 - SCOTT MCLENDONS HARDWARE	7/30/2026	41.49
hk7911 - HK_MF_Sep_Corp_OP	1268	v0000445 - SOUND PEST CONTROL	7/30/2026	158.26
hk7911 - HK_MF_Sep_Corp_OP	1269	v0000424 - TRS MECHANICAL, INC	7/30/2026	25,403.35
hk7911 - HK_MF_Sep_Corp_OP	1270	V0000359 - WAVE ASTOUND	7/30/2026	117.83
hk7911 - HK_MF_Sep_Corp_OP	99262949	v0000143 - HOME DEPOT CREDIT SVCS- 4595	7/30/2026	6,609.94
hk7911 - HK_MF_Sep_Corp_OP	99424364	v0000001 - Housing Kitsap	7/30/2026	5,000.00
hk7911 - HK_MF_Sep_Corp_OP	99424428	v0000001 - Housing Kitsap	7/30/2026	2,000.00
hk7911 - HK_MF_Sep_Corp_OP	99424429	v0000001 - Housing Kitsap	7/30/2026	2,000.00
hk7911 - HK_MF_Sep_Corp_OP	1271	v0000765 - LEFLER TREE SERVICE	7/31/2026	920.00
hk7911 - HK_MF_Sep_Corp_OP	99883172	V0000135 - HD SUPPLY - #3320024	7/31/2026	5,920.09
				1,622,987.54

Bank	Check#	Vendor	Date	Amount
shop3911 - Self Help SHOP	3323	V0000020 - ALLEN SHEARER TRUCKING & LANDSCAPE SUPPLY INC	7/9/2026	5,770.29
shop3911 - Self Help SHOP	3324	V0000362 - WEST SOUND UTILITY DISTRICT	7/9/2026	5,624.10
shop3911 - Self Help SHOP	3325	V0000272 - PUGET SOUND ENERGY	7/28/2026	101.36
				11,495.75

Bank	Check#	Vendor	Date	Amount
shga2112 - SELF-HELP GENERAL ACCOUNT	115	V0000228 - N.L. OLSON & ASSOCIATES	7/9/2026	1,305.00
shga2112 - SELF-HELP GENERAL ACCOUNT	116	v0000669 - PARTNERS CREDIT & VERIFICATION SOLUTIONS	7/9/2026	363.65
shga2112 - SELF-HELP GENERAL ACCOUNT	99788560	V0000168 - KITSAP BANK-VISA-DEAN NAIL	7/15/2026	21.83

Payment Summary
July 2026 Board Cash Disbursement Report

shga2112 - SELF-HELP GENERAL ACCOUNT	117	v0000818 - DEPT OF LICENSING (VEHICLE REG)	7/21/2026	70.00
shga2112 - SELF-HELP GENERAL ACCOUNT	118	V0000256 - PACIFICA LAW GROUP, LLP	7/23/2026	1,782.00
shga2112 - SELF-HELP GENERAL ACCOUNT	119	v0000766 - DAFFODIL STORAGE	7/28/2026	295.00
shga2112 - SELF-HELP GENERAL ACCOUNT	120	v0000590 - KITSAP EXCAVATION	7/28/2026	750.00
shga2112 - SELF-HELP GENERAL ACCOUNT	121	v0000824 - MULLINAX FORD OF OLYMPIA	7/28/2026	42,982.00
shga2112 - SELF-HELP GENERAL ACCOUNT	122	V0000272 - PUGET SOUND ENERGY	7/28/2026	10.83
shga2112 - SELF-HELP GENERAL ACCOUNT	123	V0000298 - SEATTLE LIGHTING	7/28/2026	58.13
shga2112 - SELF-HELP GENERAL ACCOUNT	124	V0000316 - SOUND APPRAISAL GROUP, INC.	7/28/2026	600.00
				48,238.44

Bank	Check#	Vendor	Date	Amount
self2111 - Self Help - Family AP Acct	20752	V0000020 - ALLEN SHEARER TRUCKING & LANDSCAPE SUPPLY INC	7/9/2026	669.22
self2111 - Self Help - Family AP Acct	20753	V0000096 - DS SALES ASSOCIATES	7/9/2026	29,518.90
self2111 - Self Help - Family AP Acct	20754	v0000662 - Insulation NW, LLC	7/9/2026	5,087.92
self2111 - Self Help - Family AP Acct	20755	v0000484 - JAG CONSTRUCTION LLC	7/9/2026	2,311.70
self2111 - Self Help - Family AP Acct	20756	v0000458 - M&C DRYWALL, INC.	7/9/2026	11,924.64
self2111 - Self Help - Family AP Acct	20757	V0000214 - MILES SAND & GRAVEL	7/9/2026	2,602.47
self2111 - Self Help - Family AP Acct	JE 8303	FUND TRANSFER CK# 0004021718 (Mike Hitchings HTF DPA PAYOFF)	7/15/2026	5,848.98
self2111 - Self Help - Family AP Acct	JE 8305	FUND TRANSER- APPRAISAL REIMBURSEMENT AND SCREENING FEES	7/15/2026	797.00
self2111 - Self Help - Family AP Acct	20758	v0000343 - USDA RURAL DEVELOPMENT	7/20/2026	750.00
self2111 - Self Help - Family AP Acct	20759	v0000343 - USDA RURAL DEVELOPMENT	7/20/2026	750.00
self2111 - Self Help - Family AP Acct	20760	v0000343 - USDA RURAL DEVELOPMENT	7/20/2026	750.00
self2111 - Self Help - Family AP Acct	20761	v0000343 - USDA RURAL DEVELOPMENT	7/20/2026	750.00
self2111 - Self Help - Family AP Acct	20762	v0000072 - COMMUNITY DEVELOPMENT	7/28/2026	153,645.21
self2111 - Self Help - Family AP Acct	20763	v0000405 - CONNOLLY INSURANCE AGENCY INC	7/28/2026	529.00
self2111 - Self Help - Family AP Acct	20764	V0000223 - MR DUCTLESS	7/28/2026	53,200.06
self2111 - Self Help - Family AP Acct	20765	V0000272 - PUGET SOUND ENERGY	7/28/2026	1,118.16
self2111 - Self Help - Family AP Acct	20766	V0000362 - WEST SOUND UTILITY DISTRICT	7/28/2026	1,087.77
self2111 - Self Help - Family AP Acct	20767	V0000362 - WEST SOUND UTILITY DISTRICT	7/29/2026	3,780.00
				275,121.03

Bank	Check#	Vendor	Date	Amount
cosd0911 - HK_MF_Sep_Corp_SD	99421875	v0000420 - KINGSTON RIDGE APTS	7/28/2026	62.16
				62.16

Bank	Check#	Vendor	Date	Amount
hksd1711 - HK_MF_All-Owned_SD	23578	t0000110 - Meraz	7/9/2026	685.00
hksd1711 - HK_MF_All-Owned_SD	23579	t0000095 - Morales	7/9/2026	885.00
hksd1711 - HK_MF_All-Owned_SD	23580	t9000612 - Buttner	7/30/2026	122.00
				1,692.00

Bank	Check#	Vendor	Date	Amount
nord1111 - Nordic Cottages Operating	35	v0000801 - ELYON MAINTENANCE INC	7/1/2026	600.00
nord1111 - Nordic Cottages Operating	36	v0000267 - POULSBO, CITY OF	7/16/2026	1,009.90
nord1111 - Nordic Cottages Operating	37	V0000272 - PUGET SOUND ENERGY	7/16/2026	63.59
nord1111 - Nordic Cottages Operating	38	v0000370 - YARDI SYSTEMS, INC.	7/16/2026	4.00
nord1111 - Nordic Cottages Operating	39	v0000267 - POULSBO, CITY OF	7/27/2026	27,197.51
nord1111 - Nordic Cottages Operating	99421822	v0000001 - Housing Kitsap	7/28/2026	3,140.83
nord1111 - Nordic Cottages Operating	99421823	v0000718 - HOUSING KITSAP/NORDIC COTTAGES (REP RES)	7/28/2026	1,600.00
				33,615.83

Aggregate Total	5,328,692.90
Less Intercompany Payments	2,260,398.71
Total Disbursements	3,068,294.19



Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: August 25, 2026

ESTIMATED TIME: 2 minutes

AGENDA TITLE: Org Chart and Salary Scale Update

AGENDA ITEM: 4. C.

SUBMITTED BY: Kristie Opp-Hermida

TITLE: Human Resource Specialist

Previous Actions:

The Board approved the most recent organizational chart on January 27, 2026.

The Board approved the most recent budget for FY27 on May 26, 2026.

Summary Statement:

This update adds an Account Receivable (AR) Accountant position to the organizational chart and salary scale. The new position will report directly to the Senior Accountant (AR). The AR Accountant position was included in the FY27 budget.

Recommended Action: Approve

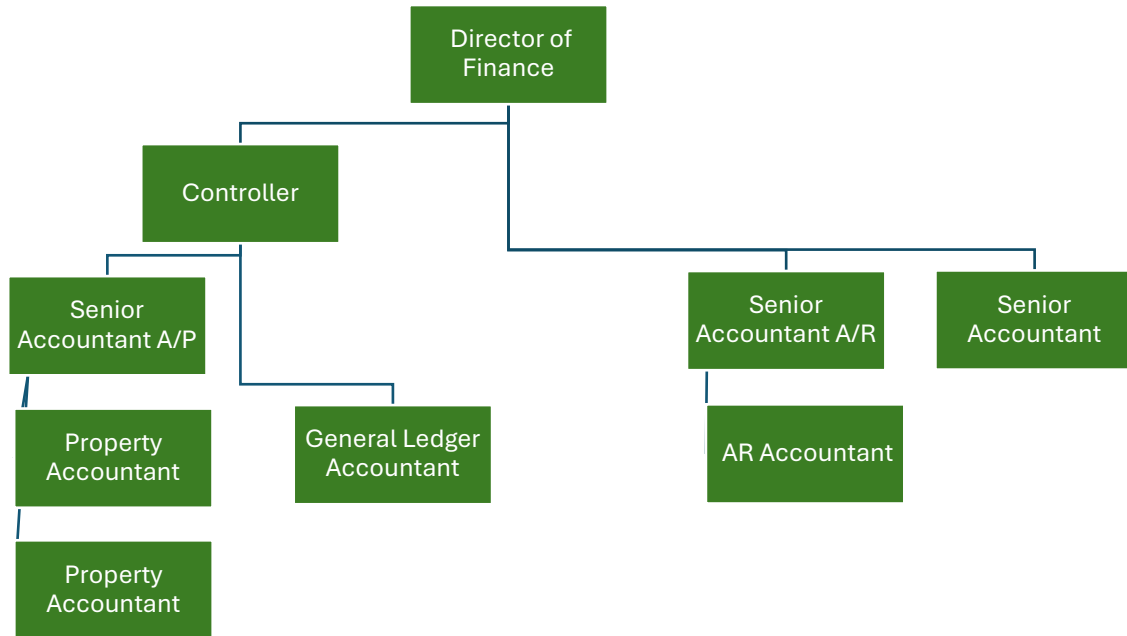
HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____

Clarence Moriwaki, Chair

ATTEST: _____

Heather Blough, Executive Director



FY27, st+A2:S61art date 07.01.2026	All scales are listed at FTE																
	2%		3.00%														
Department/Title	Current FTE	Training 07.2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 (Max)
Administration																	
Executive Director		140,858	145,080	149,427	153,920	158,538	163,301	168,210	173,264	178,464	183,810	189,322	195,000	200,845	206,877	213,075	219,461
		67.72	69.75	71.84	74.00	76.22	78.51	80.87	83.30	85.80	88.37	91.02	93.75	96.56	99.46	102.44	105.51
Financial Advisor	20%	108,534	111,800	115,149	118,602	122,158	125,819	129,584	133,474	137,488	141,606	145,850	150,218	154,731	159,370	164,154	169,083
		52.18	53.75	55.36	57.02	58.73	60.49	62.30	64.17	66.10	68.08	70.12	72.22	74.39	76.62	78.92	81.29
Director of Procurement & Administration		79,414	81,806	84,261	86,798	89,398	92,082	94,848	97,698	100,630	103,646	106,746	109,949	113,256	116,646	120,141	123,739
		38.18	39.33	40.51	41.73	42.98	44.27	45.60	46.97	48.38	49.83	51.32	52.86	54.45	56.08	57.76	59.49
Information Systems Manager		76,232	78,520	80,870	83,304	85,800	88,379	91,021	93,746	96,554	99,445	102,419	105,498	108,659	111,925	115,274	118,726
		36.65	37.75	38.88	40.05	41.25	42.49	43.76	45.07	46.42	47.81	49.24	50.72	52.24	53.81	55.42	57.08
Human Resources Specialist		60,861	62,691	64,563	66,498	68,494	70,554	72,675	74,859	77,106	79,414	81,806	84,261	86,798	89,398	92,082	94,848
		29.26	30.14	31.04	31.97	32.93	33.92	34.94	35.99	37.07	38.18	39.33	40.51	41.73	42.98	44.27	45.60
Executive Assistant/Office Manager		55,162	56,826	58,531	60,278	62,088	63,960	65,874	67,850	69,888	71,989	74,152	76,378	78,666	81,016	83,450	85,946
		26.52	27.32	28.14	28.98	29.85	30.75	31.67	32.62	33.60	34.61	35.65	36.72	37.82	38.95	40.12	41.32
Records Clerk	150%	45,406	46,758	48,152	49,587	51,085	52,624	54,205	55,827	57,512	59,238	61,006	62,837	64,730	66,664	68,661	70,720
		21.83	22.48	23.15	23.84	24.56	25.30	26.06	26.84	27.65	28.48	29.33	30.21	31.12	32.05	33.01	34.00
Front Desk Administrative Assistant		36,046	37,128	38,251	39,395	40,581	41,808	43,056	44,346	45,677	47,050	48,464	49,920	51,418	52,957	54,538	56,181
		17.33	17.85	18.39	18.94	19.51	20.10	20.70	21.32	21.96	22.62	23.30	24.00	24.72	25.46	26.22	27.01
Finance																	
Director of Finance		108,534	111,800	115,149	118,602	122,158	125,819	129,584	133,474	137,488	141,606	145,850	150,218	154,731	159,370	164,154	169,083
		52.18	53.75	55.36	57.02	58.73	60.49	62.30	64.17	66.10	68.08	70.12	72.22	74.39	76.62	78.92	81.29
Senior Controller		91,832	94,578	97,406	100,318	103,334	106,434	109,637	112,923	116,314	119,808	123,406	127,109	130,915	134,846	138,882	143,042
		44.15	45.47	46.83	48.23	49.68	51.17	52.71	54.29	55.92	57.60	59.33	61.11	62.94	64.83	66.77	68.77
Senior Accountant		64,355	66,290	68,286	70,325	72,426	74,589	76,835	79,144	81,515	83,970	86,486	89,086	91,749	94,494	97,323	100,235
		30.94	31.87	32.83	33.81	34.82	35.86	36.94	38.05	39.19	40.37	41.58	42.83	44.11	45.43	46.79	48.19
General Ledger Accountant		50,565	52,083	53,643	55,245	56,909	58,614	60,382	62,192	64,064	65,978	67,954	69,992	72,093	74,256	76,482	78,770
		24.31	25.04	25.79	26.56	27.36	28.18	29.03	29.90	30.80	31.72	32.67	33.65	34.66	35.70	36.77	37.87
Senior Accountant for Compliance, Reporting and Budget		69,846	71,947	74,110	76,336	78,624	80,974	83,408	85,904	88,483	91,146	93,870	96,678	99,570	102,565	105,643	108,805
		33.58	34.59	35.63	36.70	37.80	38.93	40.10	41.30	42.54	43.82	45.13	46.48	47.87	49.31	50.79	52.31
Accounts Receivable Accountant		53,622	55,224	56,888	58,594	60,362	62,171	64,043	65,957	67,933	69,971	72,072	74,235	76,461	78,749	81,120	83,554
		25.78	26.55	27.35	28.17	29.02	29.89	30.79	31.71	32.66	33.64	34.65	35.69	36.76	37.86	39.00	40.17
Property Accountant		53,622	55,224	56,888	58,594	60,362	62,171	64,043	65,957	67,933	69,971	72,072	74,235	76,461	78,749	81,120	83,554
		25.78	26.55	27.35	28.17	29.02	29.89	30.79	31.71	32.66	33.64	34.65	35.69	36.76	37.86	39.00	40.17
Property Management																	
Director of Compliance		90,480	93,205	95,992	98,862	101,837	104,894	108,035	111,280	114,629	118,061	121,597	125,237	129,002	132,870	136,864	140,962
		43.50	44.81	46.15	47.53	48.96	50.43	51.94	53.50	55.11	56.76	58.46	60.21	62.02	63.88	65.80	67.77
Compliance Specialist		56,306	57,990	59,738	61,526	63,378	65,270	67,226	69,243	71,323	73,466	75,670	77,938	80,267	82,680	85,155	87,714
		27.07	27.88	28.72	29.58	30.47	31.38	32.32	33.29	34.29	35.32	36.38	37.47	38.59	39.75	40.94	42.17
Housing Specialist		54,662	56,306	57,990	59,738	61,526	63,378	65,270	67,226	69,243	71,323	73,466	75,670	77,938	80,267	82,680	85,155
		26.28	27.07	27.88	28.72	29.58	30.47	31.38	32.32	33.29	34.29	35.32	36.38	37.47	38.59	39.75	40.94
Certification Specialist		53,269	54,870	56,514	58,219	59,966	61,755	63,606	65,520	67,496	69,514	71,594	73,736	75,941	78,229	80,579	82,992
		25.61	26.38	27.17	27.99	28.83	29.69	30.58	31.50	32.45	33.42	34.42	35.45	36.51	37.61	38.74	39.90
Housing Inspector		55,765	57,429	59,155	60,923	62,754	64,646	66,581	68,578	70,637	72,758	74,942	77,189	79,498	81,890	84,344	86,882
		26.81	27.61	28.44	29.29	30.17	31.08	32.01	32.97	33.96	34.98	36.03	37.11	38.22	39.37	40.55	41.77
Regional Director of Property Management		71,053	73,174	75,379	77,646	79,976	82,368	84,843	87,381	90,002	92,706	95,493	98,363	101,317	104,354	107,494	110,718
		34.16	35.18	36.24	37.33	38.45	39.60	40.79	42.01	43.27	44.57	45.91	47.29	48.71	50.17	51.68	53.23
Property Manager		57,470	59,197	60,965	62,795	64,688	66,622	68,619	70,678	72,800	74,984	77,230	79,539	81,931	84,386	86,923	89,523
		27.63	28.46	29.31	30.19	31.10	32.03	32.99	33.98	35.00	36.05	37.13	38.24	39.39	40.57	41.79	43.04
Operations Consistency Specialist		57,470	59,197	60,965	62,795	64,688	66,622	68,619	70,678	72,800	74,984	77,230	79,539	81,931	84,386	86,923	89,523
		27.63	28.46	29.31	30.19	31.10	32.03	32.99	33.98	35.00	36.05	37.13	38.24	39.39	40.57	41.79	43.04
Maintenance Operations Manager		67,226	69,243	71,323	73,466	75,670	77,938	80,267	82,680	85,155	87,714	90,355	93,059	95,846	98,717	101,670	104,728
		32.32	33.29	34.29	35.32	36.38	37.47	38.59	39.75	40.94	42.17	43.44	44.74	46.08	47.46	48.88	50.35
Regional Maintenance Lead		56,306	57,990	59,738	61,526	63,378	65,270	67,226	69,243	71,323	73,466	75,670	77,938	80,267	82,680	85,155	87,714
		27.07	27.88	28.72	29.58	30.47	31.38	32.32	33.29	34.29	35.32	36.38	37.47	38.59	39.75	40.94	42.17
Maintenance Purchasing & Work Order Clerk		48,214	49,670	51,168	52,707	54,288	55,910	57,595	59,322	61,110	62,941	64,834	66,789	68,786	70,845	72,966	75,150
		23.18	23.88	24.60	25.34	26.10	26.88	27.69	28.52	29.38	30.26	31.17	32.11	33.07	34.06	35.08	36.13
Maintenance Technician 2		48,214	49,670	51,168	52,707	54,288	55,910	57,595	59,322	61,110	62,941	64,834	66,789	68,786	70,845	72,966	75,150

Department/Title	Current FTE	Training 07.2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 (Max)
		23.18	23.88	24.60	25.34	26.10	26.88	27.69	28.52	29.38	30.26	31.17	32.11	33.07	34.06	35.08	36.13
Maintenance Technician		46,197	47,590	49,026	50,502	52,021	53,581	55,182	56,846	58,552	60,299	62,109	63,981	65,894	67,870	69,909	72,010
		22.21	22.88	23.57	24.28	25.01	25.76	26.53	27.33	28.15	28.99	29.86	30.76	31.68	32.63	33.61	34.62
Property Management Records Clerk		45,406	46,758	48,152	49,587	51,085	52,624	54,205	55,827	57,512	59,238	61,006	62,837	64,730	66,664	68,661	70,720
		21.83	22.48	23.15	23.84	24.56	25.30	26.06	26.84	27.65	28.48	29.33	30.21	31.12	32.05	33.01	34.00
Self Help/Single Family																	
Director of Acquisition Development		96,200	99,091	102,066	105,123	108,285	111,530	114,878	118,331	121,888	125,549	129,314	133,203	137,197	141,315	145,558	149,926
		46.25	47.64	49.07	50.54	52.06	53.62	55.23	56.89	58.60	60.36	62.17	64.04	65.96	67.94	69.98	72.08
Program Manager		70,366	72,467	74,651	76,898	79,206	81,578	84,032	86,549	89,149	91,832	94,578	97,406	100,318	103,334	106,434	109,637
		33.83	34.84	35.89	36.97	38.08	39.22	40.40	41.61	42.86	44.15	45.47	46.83	48.23	49.68	51.17	52.71
Self-Help Construction Supervisor		64,251	66,186	68,162	70,200	72,301	74,464	76,690	78,998	81,370	83,803	86,320	88,920	91,582	94,328	97,157	100,069
		30.89	31.82	32.77	33.75	34.76	35.80	36.87	37.98	39.12	40.29	41.50	42.75	44.03	45.35	46.71	48.11
Home Rehabilitation Specialist		51,501	53,040	54,642	56,285	57,970	59,717	61,506	63,357	65,250	67,205	69,222	71,302	73,445	75,650	77,917	80,246
		24.76	25.50	26.27	27.06	27.87	28.71	29.57	30.46	31.37	32.31	33.28	34.28	35.31	36.37	37.46	38.58
Single Family Housing Accountant		54,163	55,786	57,450	59,176	60,944	62,774	64,667	66,602	68,598	70,658	72,779	74,963	77,210	79,518	81,910	84,365
		26.04	26.82	27.62	28.45	29.30	30.18	31.09	32.02	32.98	33.97	34.99	36.04	37.12	38.23	39.38	40.56
Marketing Administrative Specialist		48,984	50,461	51,979	53,539	55,141	56,805	58,510	60,258	62,067	63,939	65,853	67,829	69,867	71,968	74,131	76,357
		23.55	24.26	24.99	25.74	26.51	27.31	28.13	28.97	29.84	30.74	31.66	32.61	33.59	34.60	35.64	36.71



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: August 25, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Personnel Committee

AGENDA ITEM: 5. A.

SUBMITTED BY: Heather Blough

TITLE: Executive Director

The Board Personnel Committee, Executive Director, and Human Resources Specialist met on August 6, 2026.

Discussion occurred regarding timelines, plan for any proposed changes to the organizational chart, and the preferred recruitment process for a new Executive Director when incumbent exits.

Next meeting scheduled for September 25, 2026.



Housing Kitsap Board of Commissioners

Agenda Summary

MEETING DATE: August 25, 2026 **ESTIMATED TIME:** 10 minutes **AGENDA ITEM:** 6. A.

AGENDA TITLE: Discussion and possible action regarding approval of Resolution 2026-27 accepting and authorizing submittal of the Section Eight Management Assessment Program (SEMAP) certification for the Housing Choice Voucher Program for FYE 6/30/2026

SUBMITTED BY: Freddy Linares, Director of Compliance

Previous Actions:

The most recent SEMAP certification approved was for Fiscal Year ending 6/30/2025.

Summary:

Housing Kitsap completed its annual Section Eight Management Assessment Program (SEMAP) review of the Housing Choice Voucher Program. The review evaluates program performance and compliance across HUD-established indicators. Based on the completed assessment, Housing Kitsap anticipates a designation of Standard Performer, subject to HUD's final review and confirmation.

Attached are the completed SEMAP Certification and supporting score calculation for Board review and approval.

Recommended Action: Approve Resolution 2026-27 accepting and authorizing submittal of the Section Eight Management Assessment Program (SEMAP) certification for the Housing Choice Voucher Program for FYE 6/30/2026

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

Board of Commissioners
 Chair Clarence Moriwaki
 Vice Chair Ed Stern
 Katie Walters
 Rob Putaansuu
 Brittany Dunklin
 Christine Rolfes
 Oran Root
 Executive Director
 Heather Blough



2244 NW Bucklin Hill Rd
 Silverdale, WA 98383

Phone (360) 535.6100
 Fax (360) 535.6169
 TDD/TTY 711

<http://www.housingkitsap.org>

Performance Indicator Scoring Breakdown Housing Kitsap FY 2026

Indicator Number	Indicator Description	Points Possible	Points Received (projected)
1	Waiting List	15	15
2	Reasonable Rent	20	20
3	Determination of Adjusted Income	20	20
4	Utility Allowance Schedule	5	0
5	HQS Quality Control Inspection	5	5
6	HQS Enforcement	10	0
7	Expanding Housing Opportunities	5	5
8	Payment Standards	5	5
9- PIC	Annual Reexaminations	10	10
10 - PIC	Correct Tenant Rent Calculations	5	5
11- PIC	Pre-contract HQS Inspections	5	5
12- PIC	Annual HQS Inspections	10	10
13- PIC	Lease Up	20	20
14- PIC	Family Self-Sufficiency	10 – N/A	N/A – waiver through 2028
Total		135	120

Total = 88%

High Performer – 90% or above

Standard Performer – 61 – 89%

Troubled Performer – 60% or less



This institution is an equal opportunity provider and employer.

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal.

Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 12/31/2026)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

Check here if the PHA expends less than \$300,000 a year in Federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes ☐ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes ☐ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes ☐ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☐ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☐ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes ☐ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes ☐ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☐ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☐ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☐ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☐ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☐ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☐ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☐ No ☐

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

PHA Response Yes ☐ No ☐

Enter FMRs and payment standards (PS)

0-BR FMR _____	1-BR FMR _____	2-BR FMR _____	3-BR FMR _____	4-BR FMR _____
PS _____	PS _____	PS _____	PS _____	PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☐ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☐ No ☐

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

PHA Response Yes ☐ No ☐

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response Yes ☐ No ☐

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

PHA Response Yes ☐ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable ☐

PHA Response

Yes ☐

No ☐

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes ☐

No ☐

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify under penalty of perjury that, to the best of my knowledge, the above responses are true and correct for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes ☐ No ☐
- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes ☐ No ☐
- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes ☐ No ☐

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2026-27

**RESOLUTION ACCEPTING AND AUTHORIZING SUBMITTAL OF THE SECTION EIGHT MANAGEMENT
ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR THE HOUSING CHOICE VOUCHER
PROGRAM FOR FYE 6/30/2026**

WHEREAS, Housing Kitsap administers the Housing Choice Voucher Program under an Annual Contributions Contract with the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, 24 CFR Part 985 requires Housing Kitsap to complete and submit an annual Section Eight Management Assessment Program ("SEMAP") Certification; and

WHEREAS, Housing Kitsap staff completed the required SEMAP assessment for the fiscal year ended June 30, 2026, as attached hereto;

NOW, THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners approves the attached SEMAP Certification and authorizes the Executive Director to sign and submit it to HUD.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 25th day of August 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: August 25, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 6. B.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-28 authorizing Housing Kitsap's application to Washington State Department of Commerce for \$3,500,000 to construct Howerton

SUBMITTED BY: Dean Nail, Director of Acquisition and Development

Summary:

- Housing Kitsap intends to construct 12 affordable rental units at 11002 NE Oregon Street in Kingston, Washington, to serve households up to 60% AMI, with flexibility to include units up to 80% AMI.
- The property, known as Howerton, is currently owned by 11002 NE Oregon LLC, wholly owned by Kingston Cares.
- A purchase and sale agreement is in place stating that Housing Kitsap will acquire the property after securing funding and receiving required land-use entitlements and permits.
- Housing Kitsap is requesting \$3.5 million in capital funding from the Washington State Department of Commerce for construction of Howerton Place.
- Staff have submitted a Site Development Activity Permit (SDAP) to the Kitsap County Department of Community Development for review.
- Prior to the SDAP submission, staff completed a consult with Kitsap County Department of Community Development to confirm project feasibility and ensure the proposed site plan was on the correct track.
- The building design is currently in early development. Housing Kitsap will revise the contract with the project architect to complete final construction drawings.
- The Executive Director, or designee, will be authorized under the resolution to prepare, submit, and manage the funding application and associated documents.
- The Executive Director will also be authorized to negotiate and execute necessary agreements to receive and administer any awarded funds

Recommended Action: Approve Resolution 2026-28 authorizing Housing Kitsap's application to Washington State Department of Commerce for \$3,500,000 to construct Howerton

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2026-28

**RESOLUTION AUTHORIZING HOUSING KITSAP'S APPLICATION TO
WASHINGTON STATE DEPARTMENT OF COMMERCE FOR \$3,500,000 TO CONSTRUCT HOWERTON**

WHEREAS, Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), has a mission to provide safe, affordable housing to residents of Kitsap County; and

WHEREAS, the Washington State Department of Commerce administers the Multifamily Housing Capital Funding program to support the development of affordable rental housing across the state; and

WHEREAS, Housing Kitsap intends to develop a 12-unit affordable rental housing project, known as Howerton Place, located at 11002 NE Oregon Street, Kingston, Washington; and

WHEREAS, the site is currently owned by 11002 NE Oregon LLC, an entity wholly owned by Kingston Cares, and Housing Kitsap has entered into a purchase and sale agreement under which Housing Kitsap will acquire the property upon successful award of funding and receipt of required land use entitlements and permits necessary to construct the proposed 12 affordable rental units; and

WHEREAS, Howerton Place is proposed to serve households earning up to 60% of the Area Median Income (AMI), with the option to include units serving up to 80% AMI as allowed by program guidelines; and

WHEREAS, Housing Kitsap seeks \$3.5 million in capital funding from the Washington State Department of Commerce to support the construction of this project, which will provide long-term affordable housing opportunities to the Kingston community;

NOW, AND THEREFORE, BE IT RESOLVED

1. Housing Kitsap is hereby authorized to submit an application to the Washington State Department of Commerce for the 2026 Multifamily Housing Capital Funding for Rental Housing Construction in the amount of \$3.5 million for the Howerton Place project.
2. The Executive Director, or designee, is authorized to take all necessary actions to prepare, complete, and submit the application, including all required documentation, certifications, and representations.
3. The Executive Director, or designee, is further authorized to negotiate and execute all agreements, contracts, and related documents necessary to accept and administer awarded funds.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 25th day of August 2025.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: August 25, 2026

ESTIMATED TIME: 20 minutes

AGENDA TITLE: Executive Session

AGENDA ITEM: 7. A.

Executive Session regarding litigation, pursuant to RCW 42.30.110(1)(i).

Script for Board Chair:

Before Executive Session:

“The Board will now meet in executive session to discuss litigation as allowed by RCW 42.30.110(1)(i). The Board will be in executive session until _____ am. The Board may take further action following the executive session.”

After Executive Session:

“The time is now _____. I call the regular meeting back to order. No action was taken during the Executive Session.”

If any action is required, it may be taken now.



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: August 25, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Executive Director/Committee Update

AGENDA ITEM: 8. A.

SUBMITTED BY: Heather Blough

TITLE: Executive Director

1. Executive Committee/General:

- Claim filed by Southern Cross neighbors
- Continuing Kitsap Mental Health Services Board, including one committee.
- Second off-site meeting scheduled for review of Org Chart and succession planning. Assessing how HK offers upward job movement should staff be interested. Informal review of Washington State Housing Authorities benefits complete, will have a meeting to just discuss that piece of employee retention, with continued focus on compensation, which was the highest ranked item from the employee survey taken at the Summer Event.
- Housing Resources Bainbridge has begun providing required information to finalize the Housing Assistance Payment (HAP) contract for the 7 project-based vouchers awarded to the Erickson Project.
- Second draft report and discussion from/with the Development Consultant. Provided feedback on HK priorities. Targeting presentation at October Board Meeting, with recommended next steps.
- Recruitment letter sent out for Resident Commissioner, along with application. Recruitment is a 30-day period. Will have more info at the October meeting.
- Cancelling September meeting due to a scheduling conflict for 3 of 7 Board members.
- First Personnel Committee meeting held, great discussion.

2. Finance:

- Meeting weekly with Finance Director
- Attending, when possible, bi-weekly meetings between property management and property accounting
- Fully electronic payment process for Housing Assistance Payments (HAP) to landlords was successful for August HAP run. Processed as intended through Yardi.
- Continual discussions regarding processes and timelines for routine activities.
- Rural Development (RD) budgets and rent increases in final stages. Delay due to several issues, including change of staff at RD.
- Financial Data Schedule (Real Estate Assessment Center – REAC) submission of unaudited financials due to HUD end of August.

3. Housing (Property Management, Compliance, Housing Choice Voucher):

- Reimbursement for HAP expense request submitted and received from HUD.
- Trends for vacancy loss are heading in the right direction, occupancy trends are in line with local rental market, which for Quarter 1 of 2026 was 7.2% vacancy (Kidder Matthews Q2 2026 Seattle& Puget Sound Apartment Market Dynamics- 5.14.2026.)
- 5 additional HUD VASH vouchers officially awarded.
- Section Eight Management Assessment Program (SEMAP) under separate action item for Board approval.
- HCV Admin fee confusion coming out of HUD, correction has been promised

4. Administration/Procurement:

- Hiring is a continual process between vacant positions and newly authorized positions
- Working through an extended FMLA/PFML process
- IT Policy and AI Policy training being developed
- Reviewed Capital improvement and contract needs in process and upcoming (tool development for this process in development)
- Looking at Job Cost implementation for things other than Self Help
- Leadership team in process for succession planning, organizational chart review, benefit review etc.

5. Development/Single Family

- Howerton Place/Kingston Cares – working on submittal to Commerce for pre-construction funds.
- In discussions with a developer for Poulsbo site for Self Help, working on purchase and sale agreement
- Riverstone – last household pending close for Riverstone group 4 closing
- Moving Vikings Crest vacant, unbuildable land sale to the City of Poulsbo public hearing to the October Board meeting.
- Southern Cross construction continues



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: August 25, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Finance Update

AGENDA ITEM: 8. B.

SUBMITTED BY: Roan Blacker

TITLE: Finance Director

1. General

- Processed property-based grant subsidy payments from HUD and USDA, and grant reimbursements and expenditures from: Rural Development 523 Technical Assistance Grant; Rural Development 502 loans; and Kitsap County Block Grant (CDBG REHAB).
- Received and processed HUD's July 2026 Housing Assistance Payments (HAP) grant funds for HK's Housing Choice Voucher program:

	July 2026
HAP – Rent and utilities	\$ 1,129,749
Administrative Fee	<u>50,500</u>
TOTAL	\$ 1,180,249

- Submitted the July 2026 Voucher Management System (VMS) Data Report inclusive of ongoing retroactive adjustments required.
- Completed regular accounting duties including entering and reviewing deposits and payroll, and processing disbursements.

2. Financial Statements, Tenant Charges and Receivables for FY 2027:

- The following documents will be provided as handouts at the Board meeting:
 - o Draft Balance Sheet for July 2026
 - o YTD actual to budget through July 2026
 - o Cash Flow Projection through the new 2027 fiscal year
 - o Monthly trailing tenant charges, collections, and aged account receivables for the most recent eight months



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: August 25, 2026

ESTIMATED TIME: 10 minutes

AGENDA TITLE: Property Management Update

AGENDA ITEM: 8. C.

SUBMITTED BY: Jennifer Di Vitto and Maria Stitzel, Regional Directors of Property Management

- Staffing Updates:
 - Currently recruiting for Lead Maintenance Technician
 - Currently recruiting for Maintenance Technicians
- Property Management & Maintenance Team Meeting

The Property Management and Maintenance teams came together for a team meeting that balanced training, policy updates, and an opportunity for team building. Staff enjoyed a taco bar and kicked off the meeting with a fun introduction activity, sharing their property, length of service with Housing Kitsap, and the three taco toppings they would choose if they could only have three for the rest of their lives.

Following the team activity, Property Managers and Maintenance Technicians participated in separate role-specific training. Maintenance Technicians reviewed expectations related to agency vehicles, while Property Managers received training on the recently approved Tenant Selection and Continued Occupancy Policy (TSCOP) updates.

The full team then reconvened for a refresher on the Basics of Working with Residents, including communication, confidentiality, documentation, complaint and incident reporting, de-escalation, and expectations when working through difficult resident interactions. The meeting concluded with a review of the updated Procurement Policy and an introduction to Housing Kitsap's new AI Policy.

- Regional Directors continue regular meetings with Property Managers to review property operations, staffing needs, vacancies, rent collection, recertifications, resident concerns, and other areas requiring additional support or follow-up.
- Continued focus is being placed on consistent practices across Housing Kitsap communities, including documentation, resident communication, work order procedures, procurement, and adherence to recently updated agency policies.
- Property Management and Maintenance continue to coordinate on vacant unit turns, with an emphasis on prioritizing units for approved applicants, reducing extended vacancy periods, and moving units efficiently from vacant to ready, leased, and occupied.
- Staff continue to utilize Yardi P2P, CHECKscan, RENTCafé, and other Yardi tools as part of daily property operations. Additional training and support continue as newer tools and processes are incorporated into agency workflows.

- Property Management continues to work closely with Compliance, Finance, and Procurement to address property-specific needs and improve consistency and communication between departments.
- The following spreadsheet provides an overview of current vacancy data across all properties. It includes the number of vacant units, applications in progress, and the total number of applicants on the waitlist for each property.

Property	Total Units	Vacant	On Notice	Eviction	Applications In Process	Number of Waitlist Applicants per Bedroom Size				Portfolio
						1	2	3	4	
Conifer Woods Apartments	72	6	2	2	5	-	71	28	-	South End
Finch Place Apartments	29	4	-	-	2	106	-	-	-	North End
Fjord Manor Apartments	38	-	-	-	-	261	30	-	-	North End
Fjord Vista II Apartments	16	1	-	-	-	-	178	71	-	North End
Golden Tides II	45	3	-	-	3	190	15	-	-	North End
Golden Tides III	18	-	-	-	-	183	-	-	-	North End
Heritage Apartments	56	2	-	6	1	37	42	30	-	South End
HK Homes	136	12	1	-	13	98	152	98	25	North End
Kingston Ridge Apartments	43	-	-	-	-	53	2	19	-	North End
Liberty Bay	16	-	-	-	-	-	-	-	-	North End
Madrona Manor	40	-	-	-	-	312	7	-	-	South End
Nordic Cottages	8	-	-	-	-	50	-	-	-	North End
Orchard Bluff Mobile Home Park	89	-	1	-	1	-	-	-	-	South End
Park Place Apartments	86	9	4	-	6	-	59	4	-	South End
Port Orchard Vista	42	4	1	-	3	279	1	-	-	South End
Rhododendron Apartments	51	7	-	-	2	82	31	-	-	North End
Time Square Apartments	16	1	-	-	-	43	0	-	-	North End
Viewmont East Apartments	76	6	-	1	1	33	43	36	-	South End
Windsong Apartments	36	1	-	-	3	263	174	-	-	North End
Totals	913	56	9	9	40	indicates bedroom size not available at this property				

12 Month Occupancy August 2025 - July 2026

Property	Units	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Conifer Woods Apartments	72	90.68%	92.27%	95.83%	97.22%	98.12%	97.85%	93.95%	91.62%	89.17%	88.39%	91.34%	90.28%
Finch Place Apartments	29	78.86%	79.31%	79.31%	79.31%	79.31%	79.31%	79.31%	79.31%	82.76%	79.42%	79.31%	79.31%
Fjord Manor	38	94.73%	97.20%	97.20%	98.33%	93.29%	92.28%	97.46%	100.00%	100.00%	100.00%	100.00%	100.00%
Fjord Vista II	16	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Golden Tides II	45	80.32%	82.22%	82.22%	82.22%	82.22%	82.22%	83.22%	88.67%	91.04%	88.89%	90.07%	92.47%
Golden Tides III	18	100.00%	100.00%	100.00%	100.00%	100.00%	94.44%	94.44%	94.44%	94.44%	94.27%	91.85%	100.00%
Heritage Apartments	56	91.07%	87.50%	87.50%	88.93%	88.65%	88.48%	91.48%	91.07%	91.07%	92.86%	96.07%	94.64%
HK Homes	136	79.41%	79.71%	79.76%	79.83%	82.19%	83.40%	82.59%	84.44%	85.66%	86.74%	86.94%	88.59%
Kingston Ridge Apartments	43	90.92%	95.35%	95.20%	95.35%	95.35%	95.35%	95.35%	98.35%	100.00%	100.00%	100.00%	97.52%
Liberty Bay Apartments	16	93.75%	93.75%	93.75%	93.75%	93.75%	93.75%	93.75%	93.75%	100.00%	100.00%	100.00%	100.00%
Madrona Manor	40	98.06%	98.87%	100.00%	96.55%	98.23%	97.50%	96.88%	97.50%	98.92%	95.02%	96.25%	100.00%
Nordic Cottages	8	-	-	0.00%	50.00%	72.18%	89.52%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Orchard Bluff	89	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Park Place Apartments	86	90.06%	94.60%	92.95%	95.43%	94.56%	89.08%	88.21%	88.30%	88.39%	88.37%	87.81%	86.72%
Port Orchard Vista	42	97.23%	96.31%	96.07%	92.79%	96.16%	96.16%	94.27%	95.85%	97.46%	90.55%	90.53%	93.01%
Rhododendron Apartments	51	88.17%	88.24%	88.24%	88.24%	88.24%	88.24%	88.24%	88.17%	88.24%	88.24%	88.24%	86.27%
Time Square Apartments	16	93.75%	93.75%	93.54%	93.75%	93.75%	93.75%	94.64%	93.75%	93.75%	93.75%	93.75%	100.00%
Viewmont East	76	90.78%	90.75%	89.88%	92.85%	92.70%	91.91%	91.48%	92.87%	92.11%	91.26%	91.14%	92.11%
Windsong Apartments	36	100.00%	100.00%	100.00%	97.22%	97.22%	97.22%	95.24%	94.44%	90.75%	92.12%	88.89%	90.59%
Housing Kitsap Average	913	92.10%	92.77%	87.97%	90.62%	91.89%	92.13%	92.66%	93.29%	93.88%	93.15%	93.27%	94.29%

Resident Activity
July 1, 2026 - July 31, 2026

Property	Units	Move In	Move Out	Notice	Cancel Notice	Rented	Canceled Application	Denied	Re-Apply	On Site Transfer	Eviction	Cancel Eviction
Conifer Woods Apartments	72	0	0	1	0	0	0	4	0	0	2	0
Finch Place Apartments	29	0	0	0	0	0	0	0	0	0	0	0
Fjord Manor	38	0	0	0	0	0	0	0	0	0	0	0
Fjord Vista II	16	0	1	1	0	0	0	0	0	0	0	0
Golden Tides II	45	1	0	0	0	1	0	1	0	0	0	0
Golden Tides III	18	0	0	0	0	0	0	0	0	0	0	0
Heritage Apartments	56	0	0	0	0	0	0	1	0	0	0	1
HK Homes	136	1	2	2	0	2	3	2	0	0	0	0
Kingston Ridge Apartments	43	0	3	2	0	0	0	0	0	0	0	0
Liberty Bay Apartments	16	0	0	0	0	0	0	0	0	0	0	0
Madrona Manor	40	1	0	0	0	0	0	0	0	0	0	0
Nordic Cottage	8	0	0	0	0	0	0	0	0	0	0	0
Orchard Bluff	89	0	0	0	0	0	0	0	0	0	0	0
Park Place Apartments	86	2	3	5	2	3	1	0	0	0	0	0
Port Orchard Vista	42	1	2	3	0	1	0	0	0	0	0	0
Rhododendron Apartments	51	0	0	0	0	0	0	0	0	0	0	0
Time Square Apartments	16	1	1	1	0	1	0	0	0	0	0	0
Viewmont East	76	0	0	0	0	0	1	0	1	0	0	0
Windsong Apartments	36	1	0	0	0	1	1	0	0	0	0	0
Totals	913	8	12	15	2	9	6	8	1	0	2	1
Total Overall Percentage		1%	1%	2%	0%	1%	1%	1%	0%	0%	0%	0%



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: August 25, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Compliance Department update

AGENDA ITEM: 8. D.

SUBMITTED BY: Freddy Linares

TITLE: Director of Compliance

- Processed September 2026 Housing Assistance Payment requests for Viewmont and Heritage through the Tenant Rental Assistance Certification System. Both properties have achieved a 100% reporting rate.
- Received and evaluated eight Reasonable Accommodation requests.
- Reviewed 15 new admission and move-in files.
- Submitted 52 HCV certifications to HUD via PIC.
- Completed required monthly certifications for USDA Rural Development properties through MINC.
- Attended monthly meeting with Property Management Regional Directors and the Finance Director to address Yardi software troubleshooting, discuss process improvements, and provide routine operational updates.
- Compliance team participated in Yardi webinars covering upcoming HOTMA software changes effective for certifications dated January 1, 2027, and beyond.
- Finalized the FY2026 SEMAP report.
- Engaged in a Department of Children, Youth, and Families (DCYF) call regarding the potential administration of Family Unification Program (FUP)/Foster Youth to Independence (FYI) vouchers.
- Contributed to Brawner development plan discussions.
- Closed out HUD capital fund grant year 2022 in EPIC, deadline to complete was September 8, 2026.
- Attended the monthly Washington HCV Managers meeting to address program challenges, regulatory updates, and emerging issues.
- Participated in the monthly Pacific Northwest Compliance Group call to review regional compliance topics, share best practices, and discuss emerging issues.

HCV program update:

Total Vouchers leased as of August 7, 2026	464
Vouchers per agency ACC	553



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: August 25, 2026

ESTIMATED TIME: 15 minutes

AGENDA TITLE: Development Update

AGENDA ITEM: 8. E.

SUBMITTED BY: Dean Nail

TITLE: Director of Acquisition and Development

1. Mutual Self-Help Housing (MSH)

- General
 - a. The USDA 523 Grant application has been conditionally approved. We do not yet have a new contract but expect to receive the materials soon. The grant was approved for direct costs only. Once the Cost Allocation Policy is accepted, indirect costs will be paid retroactively. A third construction supervisor will be hired to produce the expected 40 units included in the new 523 grant.
- Riverstone Plat
 - a. Group 1 – Closed out
 - b. Group 2 – Closed out
 - c. Group 3 – The group is progressing, with only 1.5 homes remaining to complete roof framing.
 - d. Group 4 – Funded and under construction. We will begin digging foundations and forming as soon as we can mobilize the foundation crews.
- Lakeland Property (Allyn 2)
 - a. We are reforming the group due to delays at Riverstone. We expect the group to start construction in early 2027.
- Ives Mill
 - a. The Site Development Activity Permit (SDAP) application is with our engineering firm. Submittal is expected in August.
 - b. We are coordinating with a nearby builder to extend utilities along Bethel Road to serve our site.
- Stoneridge
 - a. Delivery of the first townhomes has been pushed to December 2026. Work continues on the final Purchase and Sale Agreement to establish site control required by funders.

2. Housing Kitsap's Home Rehabilitation Program (CDBG Rehab)

- Projects have resumed at full speed with our Rehabilitation Specialist working diligently to meet grant targets.

3. Other Affordable Housing

- Southern Cross Rental Homes
 - a. Labor and Industries stopped work on Lot R. Inspection to restart work at Lot R is scheduled for Aug 11, 2026. Contractor is prepared and ready to restart work. Lot U work continues as foundation has been sealed, backfilled with slabs areas compacted in preparation for plumbing.
- Viking's Crest Phase 2
 - a. The sale and public noticing will be in October 2026
- Sally's Place
 - a. Architectural firm procured and scope of work defined.
 - b. Environmental Works is preparing a test-fit scope with options.
 - c. Progress is stopped while we focus on Howerton Place construction plans.
- Howerton Place:
 - a. Purchase and Sale Agreement executed.
 - b. Application submitted to CIAH for \$1.5 million to support vertical construction of the 12-unit apartment project.
 - c. Housing Trust Fund multifamily applications Board resolution is in this month's packet.
 - d. We are applying for a Puget Sound Energy (PSE) grant to complement a \$50,000 private donation for a solar installation at Howerton Place. The proposed system will generate 33,683 kWh annually, lowering utility costs to preserve housing affordability while advancing our commitment to environmental responsibility.
- Main office solar project:
 - a. PSE has provided approval to construct a 67.84 KW system. Contractor is waiting for permits and expected to start installation before end of year.
 - b. Washington State University funding is approved, which will cover 2/3 of the cost. The other 1/3 will come from elective pay through the IRS.
- Golden Tides II solar:
 - a. PSE has provided approval to construct a 126,265 KW system. Timing is similar to the main office project, expected to be complete at the end of 2026 or early 2027
 - b. Puget Sound Energy has provided funding for this project.



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: August 25, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Procurement and Administration Update

AGENDA ITEM: 8. F.

SUBMITTED BY: Laura Auerbach, Director of Procurement & Administration

1. Procurement:

- Projects in Process:
 - Rhododendron Decks: Permits issued, work began week of August 3, 2026
 - Rhododendron Electrical Panel Replacement (CDBG Grant): Request for Proposals (RFP) in progress
 - Heritage Exterior Stair (CDBG Grant): Work completed
- Upcoming Projects:
 - IFB Gutter/Roofing Cleaning and Maintenance
 - CNA/PNA for all USDA properties
 - HK Office exterior Painting
 - AI Tool selection
- Capital Needs Procurement: A biweekly meeting with Finance and Regional Directors of Property Management has been established to review status of projects, bids, and upcoming needs.

2. Records:

- 9 boxes of records that met their retention period are expected to be destroyed
- Records Clerks have been working diligently on the higher-than-normal number of open Public Records Requests.

3. Information Services:

- Cyber Security Training – Developing training for all staff (non-technical end users) for implementation in September
- ChatGPT training and testing in progress

4. Human Resources:

- Vacant Positions
 - Maintenance Techs – Conifer, Kingston
 - Maintenance Lead – Central Region
 - Single Family Construction Supervisor

- New Hires:
 - o Candice Bird – Self Help Administrative & Marketing Asst.
 - o Daphne McCormick – General Ledger
 - o David Schons – Maintenance Technician Heritage
- Promotions:
 - o Justin Porter – Maintenance Lead – South Region

Glossary of Acronyms

ACC	Annual Contributions Contract
AHMA	Affordable Housing Management Association - there are both state and national
AP	Accounts Payable
AR	Accounts Receivable or Annual Recertification/Reexamination
ARHC	Affordable Rural Housing Council
AWHA	Association of Washington Housing Authorities
BASIC	Building Affordable Strategic Innovative Communities
BGCOA	Bremerton Government Center Owners Association
BHA	Bremerton Housing Authority
CDBG	Community Development Block Grant
CIAH	Community Investments in Affordable Housing
CMS	Contract Management Services
CNA	Capital Needs Assessments
CSCA	Central Services Cost Allocation
CW	Conifer Woods, an HK property located in Port Orchard
DE&I	Diversity, Equity & Inclusion
DES	Washington State Department of Enterprise Services
EIV	Enterprise Income Verifications
FM	Fjord Manor, an HK property located in Poulsbo
FP	Finch Place, an HK property located on Bainbridge Island
FVII	Fjord Vista II, an HK property located in Poulsbo
FY	Fiscal Year
GTI	Golden Tides I, an HK property part of HK Homes located in Silverdale
GTII	Golden Tides II, an HK property located in Silverdale
GTIII	Golden Tides III, an HK property located in Silverdale
HAP	Housing Assistance Payment
HARRP	Housing Authorities Risk Retention Pool
HCV	Housing Choice Voucher, commonly referred to as a Section 8 voucher
HH	HK Homes
HK	Housing Kitsap
HOME	The HOME Investment Partnerships Program
HOTMA	Housing Opportunities Through Modernization Act
HSP	Housing Stabilization Program
HT	Heritage, an HK property located in Port Orchard
HTF	Housing Trust Fund
HUD	United States Department of Housing and Urban Development
IFB	Invitation for Bids
IR	Interim Recertification
KAS	Kitsap Apartments – comprised of Park Place, Conifer Woods, and Kingston Ridge
KCCHA	Kitsap County Consolidated Housing Authority - another name for Housing Kitsap
KCR	Kitsap Community Resources
KR	Kingston Ridge, an HK property located in Kingston
LB	Liberty Bay, an HK property located in Bremerton and Silverdale
LIHTC	Low Income Housing Tax Credit

Glossary of Acronyms

MF	Multifamily Program- a HUD program
MM	Madrona Manor, an HK property located in Port Orchard
MOR	Management and Occupancy Review
MOU	Memorandum of Understanding
NAHRO	National Association of Housing and Redevelopment Officials
NC	Nordic Cottages, an HK property located in Poulsbo
OB	Orchard Bluff, an HK property located in Port Orchard
PBRA	Project Based Rental Assistance
PBV	Project Based Voucher
PH	Public Housing
PHA	Public Housing Authority
PIC	PIH Information Center
PIH	Public and Indian Housing
PM	Property Management/Managers
PNRC	Pacific Northwest Regional Council
POVi	Port Orchard Vista, an HK property located in Port Orchard
PP	Park Place, an HK property located in Bremerton
PRA	Public Records Act
PSA	Purchase and Sale Agreement
RA	Reasonable Accommodation or Rental Assistance provided by USDA
RAD	Rental Assistance Demonstration
RCW	Revised Code of Washington
RD	Rural Development
REAC	Real Estate Assessment Center or Race Equity Advisory Committee
RFP	Request for Proposal
RFQ	Request for Qualifications
RH	Rhododendron, an HK property located on Bainbridge Island
SAO	State Auditor's Office
SAR	Site Assessment Review
SDAP	Site Development Activity Permit
SHOP	Self-Help Home Ownership Program
SVC	Streamlined Voluntary Conversion
TC	Tax Credit (same thing as LIHTC)
TPV	Tenant Protection Voucher
TS	Time Square Apartments, an HK property located in Kingston
TSCOP	Tenant Selection and Continued Occupancy Plan
USDA	United States Department of Agriculture
VASH	Veterans Affairs Supportive Housing
VAWA	Violence Against Women Act
VMS	Voucher Management System
VT	Viewmont, an HK property located in Port Orchard
WS	Windsong, an HK property located in Poulsbo
WSHFC	Washington State Housing Finance Commission
YTD	Year to Date

Housing Kitsap Properties

Property Name	Number of Units	Location	Bedroom Sizes	Subsidy Types
Bainbridge Island	79			
Finch Place Apartments	29	215 Finch Place SW, Bainbridge Island, WA 98110	1	USDA - RD, HOME State, Housing Choice Vouchers
Rhododendron Apartments	50	235 High School Road NW, Bainbridge Island, WA 98110	1, 2	USDA - RD, Housing Choice Vouchers
Kingston	59			
Kingston Ridge Apartments	43	26659 Myrtle Lane NE, Kingston, WA 98346	2, 3	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
Time Square Apartments	16	26234 Illinois Ave NE, Kingston, WA 98346	1, 2	Project Based Vouchers
Poulsbo	108			
Fjord Manor	38	19581 1st Avenue NE, Poulsbo, WA 98370	1, 2	USDA - RD, Housing Choice Vouchers
Fjord Vista II	16	Management Office - 19581 1st Avenue NE, Poulsbo, WA 98370	2, 3	Tax Credit units (30%, 40%, 60% unit split), Housing Choice Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
HK Homes - Austerbruin	10 (136 total HK Homes)	18445, 18447, 18451, 18459 NE Rudolph Loop, Poulsbo, WA 98370 & 1872, 1878, 1880, 1885, 1887, 1877 Curt Rudolph Rd NE, Poulsbo, WA 98370	3	Project Based Vouchers
Nordic Cottages	8	609 NE Lincoln Rd, Poulsbo, WA 98370	1	Project Based Vouchers
Windsong Apartments	36	19880 3rd Avenue NW, Poulsbo, WA 98370	1, 2	USDA - RD, HOME State, Housing Choice Vouchers
Silverdale	83			
Golden Tides 2	45	9239 Bayshore Drive NW, Silverdale, WA 98383	1, 2	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State
Golden Tides 3	18	9225 Bayshore Drive NW, Silverdale, WA 98383	1	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State
HK Homes - Golden Tides 1	15 (136 total HK Homes)	9265 Bayshore Drive Silverdale, WA 98383	1	Project Based Vouchers
HK Homes - Munson	5 (136 total HK Homes)	3930, 3934, 3938, 3940, 3944 Munson Street, Silverdale, WA 98383	2, 3, 4	Project Based Vouchers
Bremerton	200			
Liberty Bay Apartments	8	4010 & 4012 Petersville Road Bremerton, WA 98310	1,2	Tax Credit units, Project Based Vouchers, HOME State, HOME County

Park Place Apartments	86	110 NE Brookdale Lane, Bremerton, WA 98311	2, 3	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
HK Homes - Boundry	4 (136 total HK Homes)	8801, 8811, 8825, 8835 Boundry Lane, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Coventry	8 (136 total HK Homes)	2600, 2603, 2607, 2608, 2616, 2626, 2631, 2907 Coventry Court, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Fairside	11 (136 total HK Homes)	6817, 6833, 6849, 6842, 6865, 6881, 6897, 6890, 6856, 6824, 6874 Fairside Place, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Fox Run	5 (136 total HK Homes)	1205, 1221, 1237, 1253, 1269 Fox Run, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Lester Court	4 (136 total HK Homes)	1270, 1275, 1290, 1295 Lester Court, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Nollwood Apartm	49 (136 total HK Homes)	385 Nollwood Lane Bremerton, WA 98312	2, 3, 4	Project Based Vouchers
HK Homes - Olson	1 (136 total HK Homes)	9796 Olson Rd, Bremerton, WA 98311	3	Project Based Vouchers
HK Homes - Roy Rd	4 (136 total HK Homes)	8890, 9048, 9068, 9088 Roy Road, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Strand	1 (136 total HK Homes)	2791 Strand Rd, Bremerton, WA 98311	3	Project Based Vouchers
HK Homes - Tibardis	13 (136 total HK Homes)	6800, 6801, 6820, 6825, 6840, 6845, 6860, 6865, 6880, 6885, 6955, 6975, 6995 Tibardis Road, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Wembly	6 (136 total HK Homes)	7391, 7397, 7405, 7411, 7415, 7416 Wembly Ave, Bremerton, WA 98311	3, 4	Project Based Vouchers
Port Orchard	383			
Conifer Woods Apartments	72	4698 SE Conifer Park Drive, Port Orchard, WA 98366	2, 3	Tax Credit units, Market rate units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
Heritage Apartments	56	145 Lippert Drive West, Port Orchard, WA 98366	1, 2, 3	HUD Project Based Rental Assistance, Low-Income Housing Tax Credit
Liberty Bay Apartments	8	3331 & 3335 Harris Road Port Orchard, WA 98366	1, 2	Tax Credit units, HOME State, HOME County
Madrona Manor	40	3900 Madrona Drive SE, Port Orchard, WA 98366	1, 2	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
Orchard Bluff Mobile Home P	88	1345 SE Carl Pickel Drive, Port Orchard, WA 98366	N/A	Housing Trust Fund
Port Orchard Vista	42	900 Mitchell Avenue, Port Orchard, WA 98366	1, 2	Tax Credit (30%, 40%, 60% unit split), Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
Viewmont Apartments	72	1904 Pioneer Lane SE, Port Orchard, WA 98366	1, 2, 3	HUD Project Based Rental Assistance, Low-Income Housing Tax Credit