

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



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**HOUSING KITSAP BOARD OF COMMISSIONERS
BOARD MEETING
JANUARY 27, 2026
MINUTES**

Board in Attendance: Kitsap County Commissioner Katie Walters (Chair), City of Bainbridge Island Council Member Clarence Moriwaki, Mayor of City of Port Orchard Rob Putaansuu, Resident Commissioner Brittany Dunklin, Mayor of City of Poulsbo Ed Stern

Attending Staff: Executive Director Heather Blough, Director of Finance Roan Blacker, Director of Compliance Freddy Linares, Director of Procurement and Administration Laura Auerbach, Director of Acquisition and Development Dean Nail, Executive Assistant and Office Manager Katie Loehrs, Property Management Records Clerk Kitty Eaton, Regional Director of Property Management Maria Stitzel, Information Systems Manager Troy Broucker, Human Resources Specialist Kristie Opp-Hermida, Property Manager Jenny Harsin, Property Manager LorAine Harden, Program Manager Gloria Devery

Absent: Kitsap County Commissioner Christine Rolfes, Kitsap County Commissioner Oran Root

Public in attendance:

1. Call to Order:

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

2. Approval of Agenda:

Agenda approved.

3. Swearing in of Mayor of Poulsbo, Ed Stern

Ed Stern recited and signed the Oath of Commissioner of Kitsap County Consolidated Housing Authority, dba Housing Kitsap.

4. Public Comments:

Jenny Harsin read an email received from an HK Homes resident regarding how thankful they were for their new home.

5. Consent Agenda:

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

6. Discussion Items

A. **PHA Annual Plan and 5-Year Capital Fund Action Plan**

Heather Blough informed the Board that the PHA Plan is required every year and the Capital Fund Plan every 5 years. Heather explained that since the PHA Program wasn't closed, there are capital funds that can be spent on acquisition and development. Heather added that they are looking at ways to spend those funds. Heather explained that both plans require a public comment period and a Resident Advisory Board meeting before being approved in March.

7. Action Items

A. **Discussion and possible action regarding Resolution 2026-01 approving the write-off of uncollectible balances as of December 31, 2025**

Roan Blacker informed the Board that there are approximately 25 former tenant accounts equaling approximately \$135,000 that are being requested to write off. Commissioner Putaansuu asked why most of the balances are from one property. Roan explained that they are focusing on processing each property as they go.

Commissioner Moriwaki moved to approve Resolution 2026-01. The motion was seconded by Commissioner Putaansuu. *The motion carried unanimously.*

B. **Discussion and possible action regarding Resolution 2026-02 approving the Purchase Card Policy**

Roan Blacker informed the Board that the auditors recommended having a Purchase Card Policy. While there were procedures already in place, nothing had been approved by the Board.

Commissioner Stern moved to approve Resolution 2026-02. The motion was seconded by Commissioner Moriwaki. *The motion carried unanimously.*

C. **Discussion and possible action regarding Resolution 2026-03 approving the updated Records Retention Policy**

Katie Loehrs explained that the updated policy changes job titles to match the current organizational chart and adds a reference to the Scan and Toss Policy.

Commissioner Putaansuu moved to approve Resolution 2026-03. The motion was seconded by Commissioner Moriwaki. *The motion carried unanimously.*

D. **Discussion and possible action regarding Resolution 2026-04 approving Megan Nail's participation in the Self-Help Program**

Heather Blough explained that Megan Nail, daughter of Director of Acquisition and Development Dean Nail, has been pulled for Riverstone Group 4 in the Self-Help Program. Heather explained that disclosure is required due to the close relationship with an employee and Board approval is needed for her to move forward in the Program. Heather added that approval of Megan as a participant is also determined by USDA.

Commissioner Putaansuu moved to approve Resolution 2026-04. The motion was seconded by Commissioner Stern. *The motion carried unanimously.*

E. Discussion and possible action regarding Resolution 2026-05 approving the sales proceeds use for the identified electrical repair costs for Heritage, Viewmont East, and Windsong

Roan Blacker explained that the electrical repairs for Heritage, Viewmont East, and Windsong were more expensive than what was originally approved. Roan added that the requested loans from the sales proceeds will reflect in the FY 2027 budget.

Commissioner Moriwaki moved to approve Resolution 2026-05. The motion was seconded by Commissioner Dunklin. *The motion carried unanimously.*

F. Discussion and possible action regarding Resolution 2026-06 approving the Electronic Fund Transfer (EFT) Policy

Roan Blacker informed the Board that the State Auditors Office recommended having an EFT Policy.

Commissioner Moriwaki moved to approve Resolution 2026-06. The motion was seconded by Commissioner Stern. *The motion carried unanimously.*

G. Discussion and possible action regarding Resolution 2026-07 authorizing the Executive Director to execute Public Works Contract No. 2026-GT2-SOL for an amount not to exceed \$328, 623

Dean Nail explained that Housing Kitsap will cover 1/3 of the cost upfront, but will be reimbursed. The rest of the funds are covered by a grant.

Commissioner Stern moved to approve Resolution 2026-07. The motion was seconded by Commissioner Moriwaki. *The motion carried unanimously.*

H. Discussion and possible action regarding nomination and election of Board Officers for calendar year 2026

Commissioner Putaansuu moved to nominate Commissioner Moriwaki as Board Chair and Commissioner Stern as Vice Chair for calendar year 2026. The motion was seconded by Commissioner Walters. *The motion carried unanimously.*

8. Executive Session

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

At 9:30 am, Chair Walters stated that the Board will be entering into executive session until 9:50 am to discuss potential litigation pursuant to RCW 42.30.110(1)(i)(ii). The executive session included the Board of Commissioners, Heather Blough, Dean Nail, Roan Blacker, and attorney Jessica Clawson.

At 9:52 am, Chair Walters called the regular meeting back in session. No action was taken.

9. Program Updates

A. Executive Director/Executive Committee:

Heather Blough informed the Board that \$3.6 million was awarded for Stone Ridge. Heather added that the Harborside permit was finalized.

B. Finance Division:

Roan Blacker informed the Board that the State Auditors Office 2024 audit is at the tail end and the Novogradac audit will be closed by the end of March.

C. Property Management:

Jennifer Di Vitto noted the information in the report and offered to answer any questions. There were no further questions.

D. Compliance Department:

Freddy Linares noted the information in the report and offered to answer any questions. There were no further questions. Freddy added that Nordic Cottages is fully occupied.

E. Single Family:

Dean Nail informed the Board that:

- Vikings Crest sale to the HOA is closing on the day of the Board meeting and the rest of the property will be sold to the City of Poulsbo's parks departments
- He is meeting with the City of Bainbridge Island regarding the potential opportunities at Sally's Place
- He is meeting with the County for the pre-application for Howerton. The hope is that HK can build 12 units there.
- The Capital Fund could potentially be used to purchase the Markwick property, which is next to the Department of Natural Resources land
- The Key Ceremony for Riverstone Group 2 will be held on January 30, 2026

F. Administration and Procurement:

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

10. Board Announcements and Community Updates

A. Board Announcements and Community Updates

Commissioner Walters informed the Board that the Bremerton City Council is discussing the hybrid shelter.

Commissioner Moriwaki informed the Board that the Seattle Times wrote an article about the Bainbridge Island affordable housing project. Commissioner Moriwaki discussed some of the challenges they are facing with upcoming projects.

Commissioner Putaansuu informed the Board that there is currently a legislative session. Commissioner Putaansuu explained that they are trying to prevent sweeps that will impact many projects. He added that there are real budget challenges this year.

Commissioner Walters informed the Board that they are having a legislative reception the first week of February. Commissioner Walters added that the County is facing a \$6.2 million deficit, so they are meeting to discuss revenue options.

Commissioner Stern informed the Board that they are looking at expanding the caucus next year.

11. Adjournment:

The meeting adjourned at 10:35 am.

ATTEST:



Heather Blough
Executive Director

ATTEST:



Clarence Moriwaki
Chair

3-30-2026

Date Approved