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
May 26, 2026
MINUTES

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

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 Maria Stitzel, Regional Director of Property Management Jennifer Di Vitto, Director of Compliance Freddy Linares, Information Systems Manager Troy Brocker, Property Manager LorAine Harden, Compliance Specialist Antanette Gentile, Property Manager Tanya Howard, Housing Specialist Brittney Covey, Property Management Records Clerk Kitty Eaton, Property Manager Sarah Dexter

Absent: Kitsap County Commissioner Katie Walters, Kitsap County Commissioner Oran Root

Public in attendance: None

1. **Call to Order:**

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

2. **Approval of Agenda:**

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

3. **Public Comments:**

   None

4. **Consent Agenda:**

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

5. **Discussion Items**

A. **Establishing a personnel committee**

Heather Blough informed the Board that the personnel committee would help provide direction from the Board regarding succession planning. The Board recommended Chair Moriwaki, Commissioner Walters, and Commissioner Putaansuu for the committee. The committee discussion will be continued at the June Board meeting to consider structure and frequency.

6. **Action Items**

A. **Discussion and possible action regarding Resolution 2026-15 approving the updated Resident Commissioner Policy**

Heather Blough informed the Board that the updated Resident Commissioner Policy allows recruitment from the full Housing Kitsap portfolio if a Resident Commissioner is not found from a Tenant-Based Program.

Commissioner Putaansuu moved to approve Resolution 2026-15. The motion was seconded by Commissioner Stern. *The motion carried unanimously.*

B. **Discussion and possible action regarding Resolution 2026-16 approving the updated HK Bylaws**

Heather Blough informed the Board that the updated bylaws align with the revised Resident Commissioner Policy and removes the term "Public Housing."

Commissioner Putaansuu moved to approve Resolution 2026-16. The motion was seconded by Commissioner Stern. *The motion carried unanimously.*

C. **Discussion and possible action regarding Resolution 2026-17 approving the Fixed Asset Policy**

Roan Blacker informed the Board that the updated Fixed Asset Policy raises the capitalization threshold from $5,000 to $10,000, effective back to July 1, 2025. Roan added that this is consistent with other Public Housing Authorities.

Commissioner Stern asked if the policy included any escalators. Roan responded that it is cleaner for the financials to not have the amount change each year.

Commissioner Stern moved to approve Resolution 2026-17. The motion was seconded by Commissioner Rolfes. *The motion carried unanimously.*

D. **Discussion and possible action regarding Resolution 2026-18 approving the Fiscal Year 2027 Budget**

Roan Blacker informed the Board that the budgeted revenues do not include potential grants that have not yet been awarded. Roan explained that this year's budget reflects aspirational capital projects. Roan directed the Board's attention to the decision packets on pages 60-64 of the Board report.

Heather Blough added that the results of the conversations with the Development Consultants will impact which of the capital projects get completed this year. Heather explained that there has been deferred maintenance that is getting caught up. Heather added that the Public Housing Repositioning has helped provide funds for these projects.

Commissioner Rolfes asked if HK has a 6-year maintenance plan and encouraged HK to start to plan annual maintenance costs. Heather Blough explained that HK has Capital Needs Assessments and Physical Needs Assessments that help outline a plan, but they are dependent on the development plan.

Commissioner Stern requested an analysis of the potential impact of the 21st Century ROAD to Housing Act on HK.

Commissioner Putaansuu moved to approve Resolution 2026-18. The motion was seconded by Commissioner Stern. *The motion carried unanimously.*

E. **Discussion and possible action regarding Resolution 2026-19 approving the Central Cost Allocation Plan**

Roan Blacker directed the Board's attention to page 69 of the Board report which shows the indirect overhead cost allocation. Roan explained that the Central Cost Allocation Plan includes the aspirational organization chart, even though all those positions are not currently filled.

Heather Blough added that one cost center was removed, with two cost centers remaining.

Commissioner Putaansuu moved to approve Resolution 2026-19. The motion was seconded by Commissioner Dunklin. *The motion carried unanimously.*

F. **Discussion and possible action regarding Resolution 2026-20 approving the updated Salary Scale**

Heather Blough informed the Board that the updated Salary Scale reflects a 2% Cost of Living Increase for all employees. Heather added that employees can also earn a merit increase each year.

Commissioner Dunklin asked if the FY 2027 Budget that was just approved reflects this increase. Heather confirmed that it does.

Commissioner Dunklin moved to approve Resolution 2026-20. The motion was seconded by Commissioner Rolfes. *The motion carried unanimously.*

G. **Discussion and possible action regarding Resolution 2026-21 authorizing the forgiveness of the Sponsor Loan to Kitsap Apartments**

Roan Blacker informed the Board that there was a $7.2 million loan from HK to Kitsap Apartments, which has been accruing at a 5% interest rate up to $13 million. Roan explained that this loan was used as a strategic tool at the time, has no foreseeable way to be repaid, and misrepresents the financial statements. Roan added that Brawner, HK's Development Consultant, advised that forgiveness of the loan will be necessary before re-syndication.

Commissioner Rolfes moved to approve Resolution 2026-21. The motion was seconded by Commissioner Putaansuu. *The motion carried unanimously.*

7. Program Updates

A. Executive Director/Executive Committee:

Heather Blough noted the information in the report and offered to answer any questions. Heather added that the State Auditors Office presented a completely clean audit for 2024. There were no further questions.

B. Finance Division:

Roan Blacker directed the Board's attention to page 83 of the Board report which shows the Housing Assistance Payments received for April. Roan explained that the amount is higher than usual because it reflects catch-up payments from HUD.

C. Property Management:

Jennifer Di Vitto informed the Board that the stair revitalization project is in process at Heritage. Jennier added that occupancy rates across the portfolio continue to increase.

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

F. Administration and Procurement:

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

8. Board Announcements and Community Updates

A. Board Announcements and Community Updates

Commissioner Rolfes informed the Board that she received a complaint that the yards on Wembly are not being maintained. Maria Stitzel explained that residents are responsible for maintaining their lawns, and notices are being sent for instances of non-compliance. Maria added that HK has a new landscaper for any units that are currently vacant.

9. Adjournment:

The meeting adjourned at 10:06 am.

ATTEST:	ATTEST:	
Heather Blough	Clarence Moriwaki	6-23-2026
Heather Blough Executive Director	Clarence Moriwaki Chair	Date Approved