

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
June 23, 2026
MINUTES

Board in Attendance: Mayor of City of Bainbridge Island Clarence Moriwaki (Chair), Kitsap County Commissioner Christine Rolfes, Kitsap County Commissioner Katie Walters, Kitsap County Commissioner Oran Root, 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, Director of Compliance Freddy Linares, Information Systems Manager Troy Bocker, Property Manager LorAine Harden, Property Manager Tanya Howard, Property Management Records Clerk Kitty Eaton,

Absent: Mayor of City of Port Orchard Rob Putaansuu, Mayor of City of Poulsbo Ed Stern (Vice Chair)

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

3. Public Comments:

None

4. Consent Agenda:

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

5. Discussion Items

A. Housing Kitap Sales Proceeds Pool Update

Roan Blacker directed the Board's attention to page 32 of the Board report which shows a summary of the sales proceeds pool sources, uses, and activity. Roan explained the loans and grants that have previously been made from the pool. Roan added that all uses of the sales proceeds pool funds are brought to the Board for approval.

B. 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. There was no further discussion on the Personnel Committee.

6. Action Items

A. Discussion and possible action regarding Resolution 2026-22 approving the updated Violence Against Women Act (VAWA) Emergency Transfer Plan

Freddy Linares informed the Board that the VAWA Emergency Transfer Plan was reviewed by Balanced Housing Solutions. Freddy explained that the revisions to the policy reflect what has already been occurring.

Commissioner Walters moved to approve Resolution 2026-22. The motion was seconded by Commissioner Root. *The motion carried unanimously.*

7. Executive Session

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

At 10:04 am, Chair Moriwaki stated that the Board will be entering into executive session until 10:15 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 Jessica Clawson. Chair Moriwaki recused himself from the executive session prior to it beginning.

At 10:20 am, Chair Moriwaki called the regular meeting back in session. No action was taken.

8. Program Updates

A. Executive Director/Executive Committee:

Heather Blough informed the Board that HK received a tort claim from a former resident. Heather added that Dean Nail graduated from Leadership Kitsap, and Jennifer Di Vitto will be joining Leadership Kitsap next year.

B. Finance Division:

Roan Blacker informed the Board that HK is at the end of their fiscal year, so the year-to-date financial statements are more meaningful. Roan added that HK is doing well financially.

C. Property Management:

Maria Stitzel informed the Board that a contract is being signed for pressure washing at Park Place Apartments. Maria added that Rhododendron Apartments needs the decks replaced, which are currently in the permitting process, before pressure washing there.

Commissioner Walters congratulated Property Management on how close the number of vacant units are to the number of applications in process.

D. Compliance Department:

Freddy Linares informed the Board that HK is working with a new Shortfall Representative at HUD and the first meeting with them went well. Freddy added that he has submitted an application for additional funding. Freddy added that shortfall is a nationwide issue right now.

Heather Blough explained that HK received approximately \$450,000 in Housing Assistance Payments (HAP) funding when approximately \$700,000 in HAP was spent.

Freddy explained that HK cannot absorb new port-ins or issue any new vouchers while in shortfall, but HK does not have to terminate any current tenancies or assistance.

Chair Moriwaki asked if there was a way to see how many people on the waitlists work on Bainbridge Island. Freddy responded that they would have to manually check zip codes and income sources. Heather Blough added that perhaps preferences could be considered for people who work on Bainbridge Island.

E. Single Family:

Dean Nail informed the Board that:

- Riverstone Group 4 has been waiting since August 2025 and will hopefully close in July 2026
- HK is preparing to submit the Site Development Activity Permit (SDAP) for Ives Mill
- The Purchase and Sale Agreement for Howerton is complete. HK will apply for Community Investments in Affordable Housing (CIAH) and state funding.
- Electrical vehicle chargers were installed at the main office

Commissioner Walters informed the Board that she connected Dean with the Chair of the Port Gamble S'Klallam Tribe who is interested in the Self-Help Program.

Commissioner Rolfes informed the Board that she was contacted by Gary Lindsey with some ideas for cottage housing on the Department of Natural Resources property in Silverdale.

Chair Moriwaki requested another tour of HK properties.

F. Administration and Procurement:

Laura Auerbach noted the information in the report and offered to answer any questions.

Commissioner Walters asked about the summer event. Laura explained that there will be an All-Staff event on July 8, 2026, at the Crosby Center in Seabeck. Laura added that the Board is invited to attend.

9. Board Announcements and Community Updates

A. Board Announcements and Community Updates

Chair Moriwaki informed the Board that the Bainbridge Island Rotary Auction will take place on July 11, 2026.

Commissioner Walters informed the Board that Commissioner Dunklin graduated the previous weekend. Commissioner Dunklin explained that she got her Bachelor's Degree in Organizational Leadership and Technical Management.

Dean Nail informed the Board that Puget Sound Energy is processing the application for the main office solar panels.

Chair Moriwaki informed the Board that the City of Bainbridge Island will be announcing the hiring of their new City Manager soon.

Commissioner Walters informed the Board that she attended the Kitsap Building Association and the Association of Realtors' tour of the pre-approved ADU units they have. Commissioner Walters explained that they are considering a cottage housing site with the pre-approved ADU designs. Dean Nail explained that HK is considering this model for a future HK site in Poulsbo.

Laura Auerbach informed the Board that HK is trying to donate old computer monitors. Chair Moriwaki suggested donating them to the Bainbridge Island Rotary Auction.

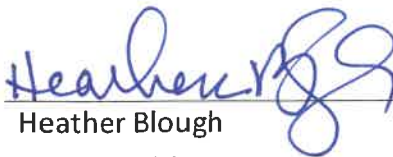
Chair Moriwaki informed the Board that the Association of Washington Cities conference starts June 24, 2026.

10. Adjournment:

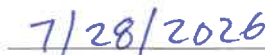
The meeting adjourned at 10:21 am.

ATTEST:

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Heather Blough
Executive Director


Clarence Moriwaki
Chair


Date Approved