



**Peninsula Housing Authority**  
*Serving Clallam and Jefferson Counties*

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, August 17, 2016 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:  
Clallam County Courthouse – Commissioners Meeting Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

**CALL TO ORDER**

The meeting was called to order at 1:02 p.m. by Commissioner Weed.

**ROLL CALL**

Present were: Commissioners Weed, Turner, Lindholm, Shusterman, Koelsch, Tinker and Teal. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle, Director of Rental Assistance Debbi Tesch, Director of Acquisition and Development Annie O'Rourke, Director of Asset Management Sarah Martinez, and Executive Administration Specialist Minna Angevine. Absent was Commissioner Rymph, excused.

**REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

Executive Director Kassinger requested that Resolution PHA2016-18, purchase of Port Angeles property for Self-Help, be added to the agenda. Approved as amended.

**COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

None

**CONSENT AGENDA**

Approval of consent agenda: Commissioner Turner moved to pull July Minutes off consent agenda to revise date, seconded by Commissioner Shusterman. Minutes approved as revised. Executive Director Kassinger's July Timesheet, July Check Registers excluding Outpost and Self Help 523 Grants 5 and Self Help 502 Loans. Moved by Commissioner Turner, seconded by Commissioner Shusterman. Commissioner Teal moved to pull Executive Director Kassinger's July timesheet for revision, seconded by Commissioner Turner. Approved as amended. Voice Vote. Approved. Commissioner Turner requested that a sign in sheet for the public be added to the consent agenda, starting at the September Board Meeting.

Outpost July Check Registers. Moved by Commissioner Turner, seconded by Commissioner Teal. Voice vote. Approved. Commissioner Tinker abstained

Self Help 523 Grant 6 and Self Help 502 Construction Loans June Check Registers. Moved by Commissioner Turner, seconded by Commissioner Shusterman. Voice Vote. Approved. Commissioner Teal abstained.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Kassinger presented a written report and asked if there were any questions prior to her proceeding with her verbal report.

Commissioner Lindholm reported that she has taken on a new position with Craft3 that will allow her to be more available for local projects.

**OLD BUSINESS**

Executive Director Kassinger, with the help of Director of Acquisition and Development O'Rourke and Director of Asset Management Martinez, gave a presentation of the Mount Angeles View redevelopment to refresh the Board Members and also to give new Board Members a history of the project.

**NEW BUSINESS**

**EXECUTIVE SESSION**

The Board entered into Executive Session at 2:29 pm to discuss the purchase of land for use in the Self-Help program. Executive Session is expected to last approximately 15 minutes with action to follow.

**RECONVENE**

The Board Reconvened at 2:59 pm

**Resolution #PHA2016-16 Purchase of Forks Property for Self-Help Housing**

Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Voice Vote. Approved.

**Resolution #PHA2016-17 Approval of FY16 SEMAP Certification:**

Moved by Commissioner Teal, seconded by Commissioner Koelsch. Director of Rental Assistance Tesch explained the certification is required each year by HUD as a report card for the Section 8, Housing Choice Voucher program. Peninsula Housing Authority has spent 99.89% of our budget authority which should allow us to get our points back and classified as a High Performing agency again. Voice Vote. Approved.

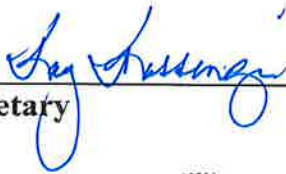
**Resolution #PHA2016-18 Purchase of Port Angeles Property for Self-Help Housing Program.**

Moved by Commissioner Turner, seconded by Commissioner Tinker. Voice Vote. Approved

**Next Meeting:**

Wednesday, September 21, 2016 at 1:00 p.m.  
Clallam County Courthouse – Commissioner's Meeting Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

**Adjournment:** The meeting adjourned at 3:05 p.m.



Secretary



Board Chair

Seal:

