



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, October 19, 2016 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:  
Jefferson County Courthouse – Commissioners Meeting Room  
Basement Level, 1820 Jefferson St.  
Port Townsend, WA 98368

**CALL TO ORDER**

The meeting was called to order at 1:01 p.m. by Commissioner Weed.

**ROLL CALL**

Present were: Commissioners Weed, Lindholm, Shusterman, Rymph and Teal. Staff members present were Executive Director Kay Kassinger, Legal Counsel Chris Riffle, and Executive Administration Specialist Minna Angevine. Absent were Commissioners Turner, Koelsch and Tinker, excused.

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

None

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

None

**CONSENT AGENDA**

Approval of consent agenda: Executive Director Kassinger's September Timesheet, September Regular Meeting Minutes, September Check Registers excluding Self Help 523 Grants 5 and Self Help 502 Loans. Moved by Commissioner Rymph, seconded by Commissioner Lindholm. Voice Vote. Approved.

Self Help 523 Grant 6 and Self Help 502 Construction Loans August Check Registers. Tabled until the November Board Meeting. No Quorum reached for vote.

**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.

Executive Director Kassinger reported on the status of the Lincoln School Building. The current School District Administration was not willing to extend our due diligence phase with the project at this time. The School Board has hired an architect to conduct a survey on the property and help them develop a master plan for the high school property. The School Board has invited Peninsula Housing Authority to sit in on the planning process with the architect.

Executive Director Kassinger reported that a meeting is scheduled for October 20<sup>th</sup> on the Nomura property. Executive Director Kassinger will report on the outcome of this meeting at the November Board Meeting.

Executive Director Kassinger reported that some concerns have come in from Forks community members about Peninsula Housing Authority purchasing the parcel of land in Forks from Habitat for Humanity. Director of Development and Acquisition O'Rourke has been fielding calls and performing outreach on the Self-Help program and what it could mean for the community.

Executive Director Kassinger is working with Director of Development and Acquisition O'Rourke on drafting up a Request for Proposal (RFP) on the purchase and relocation of homes scheduled for demolition

in phase 1 of Mount Angeles View redevelopment. Executive Director Kassinger stated that once the RFP is completed, Dale Wilson with the Port of Call will be contacted to publish in the Port of Call.

Executive Director Kassinger stated that Peninsula Housing Authority offices will be closed November 11<sup>th</sup> in observance of Veteran's Day.

Executive Director Kassinger reported that Kim Leach with Serenity House has issued a press release on her departure. Serenity House has hired a new Business Manager and have moved an employee from within the agency to the position of Interim Executive Director.

### **REPORTS FROM COMMISSIONERS**

Commissioner Lindholm reported that Craft3, a non-profit community development institution, was recently classified as a USDA re-lender and awarded \$20 million of USDA low interest dollars for community facilities financing. Commissioner Lindholm also reported that additional USDA grant funds were awarded to help target the USDA loan program into Native American communities.

Commissioner Shusterman had nothing to report.

Commissioner Rymph had nothing to report.

Commissioner Teal reported that the Accessible Communities Committee is having a planning luncheon on December 5, 2016 at the Unitarian Fellowship Hall from 12pm to approximately 1:30pm to discuss funding to a prepare the application to Washington State. Commissioner Teal also wanted to reiterate that Jefferson County is experiencing not just a lack of affordable housing, but housing period.

Commissioner Weed had nothing to report.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

Resolution #PHA2016-23 Accounts Receivable Write Offs

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

### **EXECUTIVE SESSION**

The Board entered into Executive Session at 1:47 pm to present information on the progress of the Mt. Angeles View redevelopment in regards to the investor and construction loan proposal updates. Executive Session is expected to last approximately 20 minutes with no action to follow.

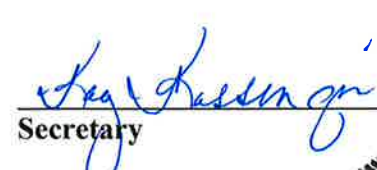
### **RECONVENE**

The Board Reconvened at 2:12 pm

### **Next Meeting:**

Wednesday, November 16, 2016 at 1:00 p.m.  
Jamestown S'Klallam Tribal Center-Alderwood room  
1033 Old Blyn Highway  
Sequim, WA 98382

**Adjournment:** The meeting adjourned at 2:12 p.m.

  
Secretary

  
Board Chair

Seal:

