



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

**Board of Commissioners**  
**REGULAR BOARD MEETING**  
**MINUTES**  
Wednesday, April 17, 2019 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:  
Clallam County Courthouse-Commissioner's Meeting Room  
223 E 4<sup>th</sup> St.  
Port Angeles, WA 98362

**CALL TO ORDER**

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

**ROLL CALL**

Present were: Commissioners Teal, Lindholm, Shusterman, Casey, Tinker, Richardson and Turner. Staff members present were Executive Director Kay Kassinger, Director of Asset Management Sarah Martinez, Legal Counsel Allison Mahaney, and Executive Administration Specialist Minna Angevine. Absent was Commissioners Weed, excused.

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

Executive Director Kassinger requested addition of two resolutions, 2019-06, ACOP Smoke free policy and 2019-07, HCV Utility Allowance update for Clallam County.

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

None

**CONSENT AGENDA**

Approval of consent agenda: Executive Director Kassinger's March Timesheet, March Regular Meeting Minutes, March Check Registers up to Outpost. Moved by Commissioner Tinker seconded by Commissioner Shusterman. Voice Vote. Approved.

Approval of March Outpost check Registers. Moved by Commissioner Lindholm seconded by Commissioner Richardson. Voice Vote. Approved. Commissioner Tinker 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.

Executive Director Kassinger reported Jefferson County Commissioners are working diligently with OlyCap to get a surplus land designation for the 7<sup>th</sup> and Hendrickson project. The goal is to submit an application to the Housing Trust Fund this fall. The project is anticipated to be 44 units, 50% of those will be for homeless. Peninsula Housing Authority is looking to project base 15 Housing Choice Vouchers for the project.

Executive Director Kassinger reported that one of the boundary line issues has been resolved.

Commissioner Turner asked what impact the new State Legislation for evictions will have on the Housing Authority. Director of Asset Management Martinez stated that there are a few items of impact to the Housing Authority with this new bill. One item is the change in timeframe for notice of rent increases. The

notice will move from a 30 day notification to a 60 day notification. Director of Asset Management Martinez stated that the pay or vacate notification will now be a 14 day notice, which our Public Housing units already have in place. The area of concern that Director of Asset Management Martinez has is that the law gives Judicial Discretion to issue unlawful detainers. Currently, Peninsula Housing Authority tenant leases state that if rent is not paid within 14 days (or 3 days depending on the property) an unlawful detainer will be obtained. Director of Asset Management Martinez stated that if there is Judicial Discretion on this issue, is there truly a reason to have a rental contract. Director of Asset Management Martinez stated that the Bill has not passed at this time.

Commissioner Teal asked if notification will go out about the location change for the Jefferson County office. Executive Director Kassinger stated that notices will be sent out to all Housing Choice Voucher participants and we are working on publication of a Public Announcement in the Port Townsend Leader. Minna Angevine has also updated the Peninsula Housing Authority Website to include the new information.

### **REPORTS FROM COMMISSIONERS**

Commissioner Tinker reported that Senator Murray is coming out to Sarge's Place on Tuesday.

Commissioner Tinker has been invited as the Studium West speaker for Peninsula College on the West End. Sarge's Farm stand will open on June 1<sup>st</sup>. Sarge's Farm Stand has partnered up with a new farm, Wild Forks Farms

Commissioner Shusterman attended a meet and greet that the owners of the Normura Property held. Commissioner Shusterman's understanding is that although the new owners would like to incorporate low income housing into the model, it is not happening at this time. Commissioner Shusterman reported that the Cherry Street property appears to be gearing up for construction.

Commissioner Richardson reported that Dove House has made an offer on a place for the future home of Recovery Cafe. Commissioner Richardson would also like to announce the addition of a Navigator with the Port Townsend Police Department.

Commissioner Lindholm met with Dagny Ward from Peninsula Needs Extended Housing (formerly known as Mosaic). Commissioner Lindholm stated that Ms. Ward has received a letter from the City of Port Angeles, authorizing a 99 year lease to Peninsula Needs Extended Housing on the Park located on West 7<sup>th</sup> between Cedar and Pine streets.

Commissioner Casey had nothing to report.

Commissioner Turner reported that approximately 275 individuals attended the Boys & Girls Club Community Breakfast in March. A Port Angeles Teen won Youth of the Year award and will now compete in May for the Regional Competition. Commissioner Turner reported that \$50K was raised at the Community Breakfast, a \$575K state grant and are still waiting to hear from a local award that was applied for. The project budget has moved from \$6.9 million to \$7.4 million but the ground breaking is still scheduled for May.

Commissioner Teal reported that Habitat for Humanity is building 2 houses next to hers.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **Resolution 2019-04 – Approval of the FY 2020 Annual Plan**

Moved by Commissioner Turner, seconded by Commissioner Tinker. Executive Director Kassinger stated that this is the annual report that is submitted to HUD. Executive Director Kassinger reported that she had been looking for clarification from HUD on if Peninsula Housing Authority is still considered a standard agency or if it has moved to a small agency with the mixed finance project of Sea Ridge. Executive Director Kassinger submitted the Draft Annual Plan as a standard agency. Commissioner Teal asked if HUD inquires why Peninsula Housing Authority is not actively pursuing a Resident Advisory Board. Executive Director Kassinger stated that no, HUD is aware that only two Public Housing buildings have Resident Advisory Councils and not enough tenants want to participate at the other Public Housing properties. Executive Director Kassinger stated that she

will speak with Director of Rental Assistance Tesch regarding interest from Housing Choice Voucher participants. Voice Vote. Approved.

Resolution 2019-05 – Update to Signature Authorization

Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Executive Director Kassinger stated that with the election of new officers of the Board of Directors, it was time to update the agency's signature authorization. This allows Director of Asset Management Martinez as an Authorized Signer on legal documents in the event of Executive Director Kassinger's absence or Board of Commissioners Officers. Commissioner Shusterman asked if the resolution required that specific names be listed or could positions be used. Executive Director Kassinger stated that most funders require names be listed as authorized signers. Voice Vote. Approved.

Resolution 2019-06 – ACOP Smoking Policy

Moved by Commissioner Turner, seconded by Commissioner Lindholm. Director of Asset Management Martinez stated that when Peninsula Housing Authority adopted its smoke free policy, it was added as a lease addendum to each property's lease. This resolution will allow the update to the ACOP. Commissioner Turner asked why Peninsula Housing Authority is not allowing E-Cigarette use in common areas but is allowing their use in individual units. Director of Asset Management Martinez stated that the main issue with cigarettes is nicotine and its damage to units. E-Cigarettes do not have the same issue of damage to units and it is very difficult to enforce the ban of E-Cigarettes in units as there is no obvious signs of use. Some E-cigarettes have an odor which can be offensive to others is why use is not allowed in common areas. Voice Vote. Approved

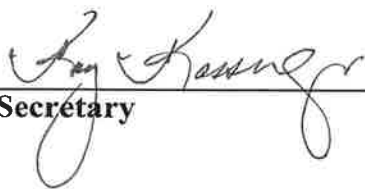
Resolution 2019-07 – HCV Utility Allowance update for Clallam County

Moved by Commissioner Tinker, seconded by Commissioner Richardson. Executive Director Kassinger stated that there is a slight increase of approximately \$10 to the overall Utility Allowance over last year's. Voice Vote. Approved.

**Adjournment:** The meeting adjourned at 2:17 p.m.

**Next Meeting:**

Wednesday, May 15, 2019 at 1:00 p.m.  
Clallam County Courthouse-Commissioner's Meeting Room  
223 E 4<sup>th</sup> St.  
Port Angeles, WA 98362

  
Secretary

  
Board Chair

Seal:

