



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING
MINUTES

The Public is invited to attend the Regular Meeting of the Board of Commissioners at:
Wednesday, February 20, 2019 at 1:00p.m.
Clallam County Courthouse-Commissioner's Meeting Room
223 E 4th St.
Port Angeles, WA 98362

CALL TO ORDER

The meeting was called to order at 1:03 p.m. by Commissioner Teal.

ROLL CALL

Present were: Commissioners Teal, Shusterman, Tinker, Turner, Casey, and Richardson. Staff members present were Director of Asset Management Sarah Martinez, Legal Counsel Allison Mahaney, and Executive Administration Specialist Minna Angevine. Absent were Commissioners Weed and Lindholm. Absent was Staff member Executive Director Kassinger, 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 January Timesheet, January Regular Meeting Minutes, January Check Registers excluding Outpost. Moved by Commissioner Shusterman, seconded by Commissioner Richardson. Voice Vote. Approved.

Outpost January Check Register. Moved by Commissioner Turner, seconded by Commissioner Shusterman. Voice Vote. Approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

Director of Asset Management Martinez asked if there were any questions related to Executive Director Kassinger presented written report prior to her proceeding with her verbal report.

Director of Asset Management Martinez reported what a great job the essential personnel did with snow removal during the inclement weather.

Director of Asset Management Martinez reported that the Government's Partial Shutdown has ended.

Director of Asset Management Martinez reported that Executive Director Kassinger attended the

Housing Solutions meeting with the Jamestown S'Klallam Tribe. Jamestown is interested in the Self-Help program and working with Peninsula Housing Authority.

Director of Asset Management Martinez reported that the property report for Lee Plaza in January Board packets had a typo in the financials, stating that a number was missing.

Director of Asset Management Martinez reported the federal budget allocation had an increase of \$25 million for Public Housing Capital Funds.

Commissioner Teal asked for clarification on the Residual Receipts for the Burke Place Apartments as the financials look as though the property is taking a loss. Director of Asset Management Martinez assured her that the property is operating very well.

REPORTS FROM COMMISSIONERS

Commissioner Richardson had nothing to report.

Commissioner Casey will not be in attendance at the March meeting. He was very appreciative of the property tour.

Commissioner Tinker reported that she submitted a Stage 1 application with the Department of Commerce for a new housing project in Forks. Senator Murray's office reached out to Commissioner Tinker and will be coming out to visit Sarge's Place.

Commissioner Turner would like to extend a congratulations to Commissioner Tinker for receiving the Citizen of the Year award from the City of Forks. Commissioner Turner would like to extend an invitation to the Boys & Girls Club Community Breakfast. It will be held on March 29, 2019 at the Vern Burton in Port Angeles at 7:30am. There is no cost but please RSVP to make sure there is enough room. The target date for the new Boys & Girls Club groundbreaking is May 1, 2019.

Commissioner Shusterman reported that he ran in to ex Commissioner Kay Koelsch. She is in great health and says hi to everyone. Commissioner Shusterman's Board term will expire on February 24, 2019. He has reached out to the Jefferson County Commissioner's office to extend his term but has had no response at this time.

Commissioner Teal has been asked to sit on a panel for Meaningful Movies in Jefferson County. They provide a free movie once per month on Homelessness. March 11th will be the next viewing at 6:30pm at QUUF. The Director of Dove House, Commissioner Teal and Kathy Morgan from OlyCap will be on the panel.

OLD BUSINESS

None

NEW BUSINESS

EXECUTIVE SESSION-

To discuss the possible sale of real-estate, including the amount and location. Executive Session was entered into at 1:25 pm and is expected to last 20 minutes with action to follow.

Returned from Executive Session at 2:05pm

The Board of Commissioners would like Board Chair, Commissioner Weed, to address a response to acknowledge they have received letters addressed to them.

Resolution 2019-02 – MAV P&S agreement

Moved by Commissioner Turner, seconded by Commissioner Shusterman. The Director of Asset Management Martinez stated that this resolution is allowing Executive Director Kassinger to enter into a purchase and sale agreement as discussed in Executive Session. Voice Vote. Approved.

Resolution 2019-03 – Out of State Travel

Moved by Commissioner Shusterman, seconded by Commissioner Tinker. Director of Asset Management Martinez stated that this is for travel to Portland to the PNRC conference for training purposes. Voice Vote. Approved.

Adjournment: The meeting adjourned at 2:13 p.m.

Next Meeting:

Annual Meeting

Wednesday, March 20, 2019 at 1:00 p.m.

Jefferson County Courthouse - Commissioner's Meeting Room


Basement Level

1830 Jefferson Street

Port Townsend, WA 98368



Secretary



Board Chair

Seal:

