



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, May 18, 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 1:00 p.m. by Commissioner Weed.

**OATH OF OFFICE**

Legal Counsel Chris Riffle administered the Oath of Office to newly appointed Commissioner Erika Lindholm.

**ROLL CALL**

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

**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 April Timesheet, April Regular Meeting Minutes, April Check Registers excluding Outpost and Self Help 523 Grants 5 and Self Help 502 Loans. Moved by Commissioner Tinker, seconded by Commissioner Koelsch. Voice Vote. Approved.

Outpost April Check Registers. Tabled until the June Board Meeting. No Quorum reached for vote.

Self Help 523 Grant 5 and Self Help 502 Construction Loans April Check Registers. Tabled until the June 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 that the Peninsula Dailey Newspaper had contacted her to do an article about the Mount Angeles View Redevelopment. The article had come out in today's edition of

the newspaper but had several inaccuracies that need to be corrected. Executive Director Kassinger has reached out to Chris McDaniel, Leah Leach and Arwin Rice with a list of corrections that need to be made but had not heard anything back at the time of the Board meeting. Executive Director Kassinger also reported that she had received a phone call from the local radio station, KONP, to do an on air interview that will be on the radio starting May 19, 2016.

Executive Director Kassinger reported that the historical review packet has been completed for the Lincoln School project. The packet will be submitted in June to the State Historical Preservation Office for their review. Peninsula Housing Authority should receive an answer within 30 days if the project will be eligible for Historical Tax Credits. Executive Director Kassinger stated that the Housing Trust Fund extended their Stage 2 invite list and Peninsula Housing Authority was not on that list. Executive Director Kassinger stated that if approval is given for Historical Tax Credits, Peninsula Housing Authority will still move forward with an application to the Housing Trust Fund.

Executive Director Kassinger stated that the Boys & Girls Club needs ownership of the land where the new building is going to be built in Mount Angeles View to be able to use the value for grant applications and has requested the Peninsula Housing Authority to donate the land rather than enter into a long term lease. Legal Counsel Riffle and Executive Director Kassinger have been working together on creating an Option to enter into a Purchase and Sale agreement. This will meet the Boys & Girls Club's needs for their application process for funding. Commissioner Teal asked if the sale of the land will need to be approved by HUD. Executive Director Kassinger stated yes the Special Applications Center (SAC) will review the proposal but that there is no problem with the sale as the use will be for a community program. Commissioner Lindholm asked if the City may have an issue with the sale of the land rather than the lease of the land. Executive Director Kassinger stated that only the use of the land as the Boys & Girls Club, not ownership was presented in the master plan with the City so there will be no problem.

Executive Director Kassinger reported that she received a phone call to meet with David Timmins, Lance Bailey, a couple of realtors and a representative of Kitsap Bank in regard to the Nomura property in Port Townsend. The owners of the property are looking for something unique to be done with it. The City of Port Townsend is looking into a land trust purchasing the property while a master plan is being drafted for it. The owner is looking to see something positive toward the housing issue in Port Townsend be done on the property.

Executive Director Kassinger received a phone call from Brando Blore, a Port Angeles Landlord, concerning the reformation of a rental owners association. Mr. Blore is looking at Peninsula Housing Authority as a resource to come do presentations to local property owners in this association. Commissioner Tinker stated that she would also be interested in doing a presentation for this.

### **REPORTS FROM COMMISSIONERS**

Commissioner Koelsch reported that she will be attending the Mayor and City Manager's coffee for the City of Sequim. She has a list of items to bring up.

Commissioner Lindholm will not be in attendance at the June Board Meeting.

Commissioner Teal reported that the Old Alcohol Plant in Port Hadlock, Bayshore Services, is open now and offering 10 rooms as transitional housing.

Commissioner Tinker just signed back up for the Clallam County Homelessness Task Force.

Commissioner Weed had nothing to report.

### **OLD BUSINESS**

None

**NEW BUSINESS**

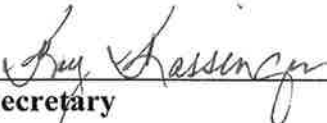
Resolution #PHA 2016-13 FY17 Budget.

Moved by Commissioner Tinker seconded by Commissioner Koelsch. Comptroller Dotlich asked if there were any questions about the presented budget. Commissioner Lindholm asked what the fiscal year start date was for the agency. Executive Director Kassinger stated that Peninsula Housing Authority's fiscal year is from July 1-June 30 with the exception of the component units that are reported on the calendar year. Comptroller Dotlich explained that Peninsula Housing Authority is required to use up the reserves in the Housing Choice Voucher program and also will need to use the reserves in the Supportive Housing Program as well. Voice Vote. Approved.

**Next Meeting:**

Wednesday, June 15, 2016 at 1:00 p.m.  
Clallam County Courthouse – Commissioners Meeting Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

**Adjournment:** The meeting adjourned at 1:46 p.m.

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Board Chair

Seal:

