



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

**Board of Commissioners**  
**REGULAR BOARD MEETING**  
**MINUTES**

Wednesday October 16, 2019 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  
Port Townsend, WA 98368

**CALL TO ORDER**

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

**ROLL CALL**

Present were: Commissioners Teal, Tinker, Shusterman, Weed, Lindholm and Richardson. Staff members present were Executive Director Kay Kassinger, Legal Counsel Allison Mahaney and Executive Administration Specialist Christy Niles. Absent was Commissioner Turner, Excused

**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 and September Check Registers up to Outpost .Commissioner Tinker moved to approve, Commissioner Richardson seconded. Voice vote approved.

Approval of Outpost check Registers. Commissioner Shusterman moved to approve, Commissioner Teal seconded. Voice vote approved. Commissioner Tinker abstained.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Kassinger began by informing the board that Sunbelt is now owned by Serenity House, everything was transferred as of September 30<sup>th</sup> 2019.

Peninsula Housing Authority was able to pay our Eklund Impact Capitol loan in full and the remaining loan through the Washington State Housing Finance Commission is at 1% deferred interest.

PHA has a loan for the Lee Plaza from the 1998 rehabilitation that payments are to begin by the end of 2019. Executive Director Kassinger has reached out to City of Port Angeles City Manager Nathan West to ask about continuing the loan deferment until the resyndication of the Lee Plaza is completed.

Peninsula Housing Authority has filed a claim with the City of Port Angeles in the amount of \$27,000 dollars to reimburse for water usage that was double paid to the City of Port Angeles utility department. Neighboring property was found to have shared a water line with PHA and both parties have paid the water/sewer bills over many years. Peninsula Housing Authority is seeking reimbursement of the agency federal funds that were used to pay the bills. With no response, Executive Director Kassinger will reach out to the City of Port Angeles in hopes to find out more information on the issue.

Executive Director Kassinger and Development Director Annie O'Rourke attended the Affordable Housing Summit on October 8<sup>th</sup>, 2019 sponsored by the Port Angeles and Sequim Realtors' Associations. One of the main topics discussed was the cost effectiveness of building new homes due to the stringent guidelines and permits that have been adopted.

### **REPORTS FROM COMMISSIONER**

Commissioner Shusterman informed the members of the board that he would not be able to attend the November meeting.

Commissioner Shusterman touched base with the Port Townsend Council members and the Jefferson County School district in hopes to discuss the possibility of using the Lincoln building for senior artists as part of the Port Townsend Art Area, discussed at last month's board meeting. He explained that his idea was welcomed by the nonprofits, unfortunately, the Jefferson School district seems to have other plans for the building.

Commissioner Tinker – None

Commissioner Lindholm – None

Commissioner Richardson informed the board that Dove house was awarded a Vista volunteer for the Recovery Cafe

### **OLD BUSINESS**

Succession Plan team discussion - Commissioner Teal discussed how the succession plan team members would like to receive the Executive Director applicants, it was decided that the preferred method would be to have hard copies mailed to the team members.

### **NEW BUSINESS**

None

**Adjournment:** The meeting adjourned at 2:10 p.m.

### **Next Meeting:**

Clallam County Courthouse  
Commissioner's Meeting Room  
223 E 4<sup>th</sup> Street  
Port Angeles, WA 98362

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**Secretary**

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**Board Chair**

**Seal:**