



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

**Board of Commissioners**  
**REGULAR BOARD MEETING**  
**MINUTES**  
Wednesday, June 19, 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 East 4<sup>th</sup> St.**  
**Port Angeles, WA 98362**

**CALL TO ORDER**

The meeting was called to order at 1:04 p.m. by Commissioner Teal.

**ROLL CALL**

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

Approval of April Outpost check Registers. Moved by Commissioner Shusterman seconded by Commissioner Teal. 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.

Commissioner Lindholm questioned what was happening with the Admiralty Apartments. Executive Director Kassinger stated that the last information she had received the owners were working with HUD Multi-Family and the affected tenants to find housing and would be using Pass through Vouchers to pay their rent.

Commissioner Teal asked about the Jefferson County Affordable Housing Task Force (AHTF). Executive Director Kassinger reported that she attended the first meeting and they are still determining how the meetings will be organized. . This process was created to update the 10 Year Plan to End Homelessness into a 5 Year Plan per the Washington State Department of Commerce requirements. The AHTF will create a

draft 5 Year Plan by October 1<sup>st</sup> 2019 to be approved by the Jefferson County Commissions and forwarded to Commerce by December 1<sup>st</sup> 2019 Participants want to combine the Commerce specifications with what the community goals for a comprehensive plan. The meetings may eventually be moved from the Jefferson County Courthouse to Port Townsend City Hall.

The meetings are open and held twice per month on the 2<sup>nd</sup> and the 4<sup>th</sup> Wednesday of each month from 2:00pm to 4:00pm.

Commissioner Tinker asked about Executive Director Kassinger's meeting with commissioner Peach. Executive Director Kassinger stated that they discussed the new legislation, Substitute House Bill 1406 that allows cities and counties to access as a tax credit a percentage of the state sales and use taxes for a 20 year period to support development of affordable housing. Commissioner Peach also wanted to discuss public and private partnerships. Executive Director Kassinger stated there is a need to start reaching out to see if there is any interest from private entities.

Executive Director Kay Kassinger stated that she attended the Housing Solutions Network in Port Hadlock, infrastructure was the topic at her table and was based on the what's and whys of infrastructure and its costs.

Executive Director Kay Kassinger stated that she was invited by the Jamestown Tribe to attend a two session meeting with five entities to make presentations on affordable housing. She will be attending the June meeting that will be presenting modular units and cargo container homes.

Commissioner Teal asked if the Port Townsend lot owned by Peninsula housing has sold. Executive Director Kay Kassinger stated that it has not as of yet, the asking price is \$65,000.

Commissioner Turner asked if there are other alternatives to help keep participants in the self-help program in Forks, suggesting a mentor or housing partner for the group to walk them through the process and be there throughout the build. Executive Director Kay Kassinger stated that we do have a group worker here in Port Angeles that also worked with the groups in Forks, the two families that backed out of the program dropped out due to unforeseen circumstances.

### **REPORTS FROM COMMISSIONERS**

Commissioner Shusterman reported that the property on Cherry Street in Port Townsend is making good progress, the foundation and framing is complete. There have been some hang-ups on the closing of the Recovery Café, things are looking positive and hopes that the closing will go through.

Commissioner Lindholm had nothing to report.

Commissioner Turner reported that summer is here and that the schedule is now available for the Olympic Cellars Summer Events that will help many non-profit organizations such as the Boys and Girls Club and the Humane Society.

Commissioner Tinker reported that Sarge's Farm Stand will be opening on Monday the 24<sup>th</sup> of June. She is excited to have several new Washington based items, local produce and antiques for sale.

Commissioner Teal had nothing to report.

### **OLD BUSINESS**

None

**NEW BUSINESS**

Approval of PHA Resolution 2019-08 5Year Capital Fund Plan

Moved to approve by Commissioner Turner seconded by Commissioner Tinker

Approval of Peninsula Housing Authority's HUD required 5 Year Capital Fund Plan Approved

Approval of PHA Resolution 2019-09 FY20 Budget

Commissioner Tinker moved to approve seconded by Commissioner Shusterman

Comptroller Annette Dotlich presented agency funding projections that are in line with agency spending for a balanced FY20 budget.

Approved.

Executive Director Kay Kassinger discussed the Succession Plan Implementation with her retirement scheduled for next April. When would the Board of Commissioners like to begin implementing? It was suggested that the succession plan should begin in the fall, with advertising in October. The Board of Commissioners will handle the process with the assistance of the Executive Administrative Assistant Christy Niles. Commissioner Turner would like the open Commissioner's slot filled prior to implementation so there is a full Board in place. Commissioner Tinker and Commissioner Teal have opted to be the first 2 on a committee of 3. This discussion will be continued at later meetings.

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

**Next Meeting:**

Jefferson County Courthouse  
Commissioner's Meeting Room-Basement Level  
1820 Jefferson St  
Port Townsend, WA 98368



Secretary



Board Chair

Seal:

