



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES

Wednesday March 17, 2021 at 1:00 p.m.

The Public is invited to attend the Regular Meeting of the Board of Commissioners.
Video Conference with Peninsula Housing Authority
Via Zoom: link available on website- <https://peninsulapha.org/>

CALL TO ORDER

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

ROLL CALL

Video Conference attendees were: Executive Director Sarah Martinez, Commissioners Teal, Robinson, Turner, Webster, Tinker, Lindholm and In-House Legal Counsel Alex Schodowski, Administrative Assistant Zoe Hansen and Executive Administration Specialist, Sherie Ruben. Commissioner Fellin delayed arrival.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive session for update on current legal issues before new business.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

Public was present, no comments or questions.

CONSENT AGENDA

Approval of consent agenda:

Executive Director Sarah Martinez February Timesheet, February Regular Meeting Minutes, February Check Registers to MAV I LLLP construction. Update Agenda to current year. Moved to approve by Commissioner Robinson, seconded by Commissioner Webster. Voice vote, approved. Outpost February Check Registers: Moved to approve by Commissioner Turner, seconded by Commissioner Lindholm. Voice vote, approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Martinez reported on updates. Commissioner Turner asked if PHA is endorsing the grant application Serenity House of Clallam County is wanting to submit to the Washington State Housing Trust Fund. Director Martinez stated PHA would endorse a viable application should Serenity House come up with one. Commissioner Teal and Director Martinez informed the board about a call they participated in with the new director of the office of public housing Janice King Dunbar at the Seattle Field Office. The call covered several topics ranging from accomplishments to challenges. Commissioner Lindholm asked about OlyCap and the Jefferson County HB 1590 funds. Director Martinez reported the Jefferson County Affordable and Homeless Housing Task Force made a recommendation to the JOB (Joint Oversight Board) to approve up to a \$600,000 allocation from

Jefferson County HB 1590 funds. This will be reviewed by the JOB and the Jefferson County Commissioners. Director Martinez reported that PHA has received our approval letter from HUD on Streamline Voluntary Conversion. The approval was issued on February 25, 2021. The Seattle Field Office has been very helpful with this process. PHA will propose removal of the Declaration of Trust at Senior first due to LIHTC (Low-Income Housing Tax Credit) financing which has a sensitive timeline. There is less urgency to remove the Declaration of Trust at Family. PHA is one of the first housing authority's to do a Streamline Voluntary Conversion with a LIHTC transaction following. The PHA is working closely with HUD legal. Commissioner Teal asked about the timeline for the Public Plaza project. Director Martinez reported a tentative financial transaction closing in May with construction and mobilization in June. Belfor is scheduled to complete the Villa (40 units) and the Manor (70 units) by the end of 2021. This will give us a partial credit allocation for this year. The Lee Plaza and Terrace will be completed by October 2022.

REPORTS FROM COMMISSIONERS

Commissioner Turner: The kids are now in the new Boys and Girls Club facility. They have been in for one and a half weeks. In the old clubhouse they served 25 kids and plan to serve 70 kids in the new one. She attended her fourth annual fundraising breakfast which was held virtually. The goal was to raise \$25,000 and they raised \$38,000. The Clallam County Commissioner's announced they would be holding public hearings on the Charter Review recommendation to increase affordable housing. Third—Commissioner Turner reviewed a documentary screening at the Port Townsend film festival presented by MLF.org (Mobile Loaves and Fishes). The vision is on helping the homeless. A very inspirational presentation.

Commissioner Webster: Attended the WA Low Income Housing Alliance meeting. Michelle Thomas reported that the State Legislature has begun discussions to eliminate the housing trust fund budget. The State of WA is considering an overhaul of the 4% LIHTC Bond program. The good news the Public Housing Authority pool will not be affected. Commissioner Webster attended a CDBG (Community Development Block Grant Program) meeting. They have funds to be used if the PHA is interested. Director Martinez stated that PHA currently works with the City of Port Angeles who is a current recipient of CDBG funds.

Commissioner Lindholm: No significant updates

Commissioner Tinker: Has started the process with Department of Commerce for Hobucket House. The plan is to have the house on the foundation by August but realistically closer to October 2021. The Veterans Stand Downs, put on by Voices for Veterans, in three of our communities, Port Townsend, Forks and Port Angeles will take place this year. Resources are provided for homeless veterans. One will be held in Forks at the Transit Center as a drive by. Hopeful the large event will be in Port Angeles by October. No information at this time about Port Townsend.

Commissioner Robinson: You are invited to a home dedication at Maloney Heights 16th and N Friday March 26, 2021 at 9 am. This is an outdoor event that lasts 30 minutes or less. Low numbers are allowed to take a tour of the house. Building permits have been submitted to Sequim for the last two houses under the old building codes. According to the Construction Manager, an estimate of the new building codes will add between 15% and 25% to the cost of building affordable housing. The local

USDA office has closed due to a retirement. They are working out of the Olympia office.

Commissioner Fellin: No significant updates

Commissioner Teal: Mentioned there is a video you can watch called "Peter's Place", about the tiny home village out in Port Hadlock.

OLD BUSINESS

None

EXECUTIVE SESSION

The Executive Session was called to order at 1:51 pm and adjourned at 2:05 pm. Legal update was discussed. No action was necessary.

NEW BUSINESS

Executive Session – Legal update discussion.

Resolution #PHA 2021-04, Approval of FY22 Annual Plan (Pages 10-15) Commissioner Tinker moved for approval of FY22 Annual plan. Commissioner Webster seconded; Voice Vote approved.

Resolution #PHA 2021-05, Approval of Updated Procurement Policy (Pages 17-25) Commissioner Fellin moved to approve the Amended Resolution to update the Procurement Policy and alter the \$100,000 to \$250,000 limit. Commissioner Lindholm seconded; Voice Vote approved.

Resolution #PHA 2021-06, Approval of Write offs (pages 26-27) Commissioner Turner moved to approve Resolution 2021-06 Write offs. Commissioner Fellin seconded; Voice Vote approved.

Adjournment: The meeting adjourned at 2:24 pm.

Next Meeting:

Wednesday, April 21, 2021 at 1:00 p.m.


Video Conference with Peninsula Housing Authority

Via Zoom: Via Zoom: link available on website- <https://peninsulapha.org/>

Peninsula Housing Authority

2603 S. Francis Street

Port Angeles, WA 98363


Secretary


Board Chair

Seal:

