



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES

Wednesday January 19, 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 1:03 p.m. by Commissioner Teal.

ROLL CALL

Present were: Executive Director Martinez, Commissioners Webster, Fellin, Robinson, Tinker, Turner, Cunningham, and Teal, in-house counsel Alexandra Schodowski, and Executive Administration Specialist Katherine Purcell. Comm. Robinson exited meeting after delivering her report at 2:07pm.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

Kenneth Reandeau hopes things are going well for residents. Both he and LaTrisha Suggs wish to observe the meeting.

CONSENT AGENDA

Approval of consent agenda: Executive Director Sarah Martinez December Timesheet, December Regular Meeting Minutes, December Check Registers up to the Outpost Check Register. Moved to approve by Commissioner Turner, seconded by Commissioner Robinson. Voice vote, approved. December Outpost Check Register. Moved to approve by Commissioner Turner, seconded by Commissioners Robinson and Fellin, Commissioner Tinker abstained. Voice vote, approved.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Martinez reported that Christy Smith of United Way has been hosting long-term housing solutions meetings, which will continue to bring up and pursue the adoption of House Bill 1590 by the Clallam County Board of Commissioners. Commissioner Turner wrote a letter voicing support for HB1590. County Commissioner Ozias responded that they will tentatively be holding a formal discussion in first week of February. Regarding the Streamline Voluntary Conversion, Director Martinez made a request of the field office that they submit a request to the Special Application Center to postpone the removal of the declaration of trust until June 30, 2022, for simpler financial reporting and to allow the PHA to determine ownership details. Director of Development O'Rourke has been working with the Boys and Girls Club and the Master Gardener's Association to coordinate a community garden specifically for the Boys and Girls Club, using a grant. The PHA's RFP for Managed IT Services is due as-of this meeting day, and we will continue to explore those options in the coming weeks. Director Martinez met with Bob Wheeler and Jefferson County Commissioner Eisenhower regarding the sewer extension in Port Hadlock, the current plans for which would be made simpler with a granted easement on the north side of Garden Court Apartments. In-House Counsel Schodowski is currently reviewing the proposed agreement. Ultimately, this may allow us to remove the septic system from that area of the property, which would allow for more units to be put in its place. PHA continues to scout for available commercial real for our administrative offices.

REPORTS FROM COMMISSIONERS

Commissioner Robinson: Applications remain open for final two Habitat homes. They are also looking for lower fixed income (30-60% AMI) families in owner-occupied homes who may need repairs.

Commissioner Webster: No significant updates

Commissioner Cunningham: No significant updates

Commissioner Tinker: Hobucket module delivery was delayed, but tentatively rescheduled for January 31 and installed on the foundation 02/01.

Commissioner Turner: Boys and Girls Club had approximately half their staff out with COVID at one time. Functioning, but not currently able to expand.

Commissioner Teal: OlyCap's Section 8 project, 7th Haven, is moving forward. Pat's Place transitional housing village has been moved to their leased Castle Hill property.

Commissioner Fellin: No significant updates

EXECUTIVE SESSION

The Executive Session was called to order at 1:44pm and adjourned at 2:03pm. Commissioners discussed upcoming evaluation for Executive Director Martinez and salary increase. Commissioner Teal moved to approve the resulting decisions from executive session; seconded by Commissioner Robinson. Commissioner Turner moved to amend to make Commissioner Webster the lead. Amendment accepted. Voice vote, approved.

OLD BUSINESS

Discussion regarding board membership. Commissioner Turner's term expires in March 2022, but she is willing to continue serving in her role until the vacancy has been filled. Jefferson County's third board seat remains vacant. Potential candidates are discussed, as well as pursuing new avenues for advertising open seats. Board Members are encouraged to attend annual PNRC NAHRO conference in order to network with other housing authorities and glean insight into their recruiting and funding strategies.

NEW BUSINESS

None

Adjournment: The meeting adjourned at 2:29pm.

Next Meeting:

Wednesday, February 16, 2022 at 1:00 p.m.

Video Conference with Peninsula Housing Authority

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

Clallam County Commissioners Chambers – Virtual Only

223 East 4th Street

Port Angeles, WA 98362

A handwritten signature in blue ink, written over a horizontal line. The signature is cursive and appears to be "D. Webster".

Board Chair