

APR 29 2022



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
ANNUAL BOARD MEETING MINUTES
Wednesday March 17, 2022 at 1:00 p.m.

The Public is invited to attend the Annual 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

Present were: Executive Director Martinez, Commissioners Teal, Turner, Webster, Fellin, Robinson, and Tinker, Director of Development Annie O'Rourke, In-House Counsel Alexandra Schodowski, and Executive Administration Specialist Katherine Purcell. Commissioner Cunningham joined at 1:03 p.m., post-roll call.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Resolution #PHA-2022-07 Clallam County Section 8 Utility Allowances

Resolution #PHA-2022-08 Potential Funding Request for Congressionally Directed Spending Program

Moved to adopt the amended agenda by Commissioner Turner, seconded by Commissioner Fellin. Voice vote, approved.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

No comments.

ELECTION OF OFFICERS

Moved to nominate Patricia Teal to continue as Chair by Commissioner Turner, seconded by Commissioner Webster. Voice vote, approved. Commissioner Teal abstained. Moved to nominate Colleen Robinson as Vice Chair by Commissioner Turner, seconded by Commissioner Tinker. Voice vote, approved. Commissioner Robinson abstained.

CONSENT AGENDA

Approval of consent agenda: Executive Director Sarah Martinez February Timesheet, February Regular Meeting Minutes, February Check Registers through Public Plaza Operating Check Register. Moved to approve by Commissioner Tinker, seconded by Commissioner Robinson. Voice vote, approved.

February Outpost Check Register. Moved to approve by Commissioner Fellin, seconded by Commissioner Robinson. Commissioner Tinker abstained. Voice vote, approved.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Martinez reported that there was discussion of HB1590 at the Clallam County Commissioner 03/14/2022 work session, and further discussion scheduled for regular session on 03/22/2022, and a scheduled public hearing for 04/05/2022. PHA has started its IT assessment with the new managed service provider and is beginning the process of transitioning from its former provider to Seitel Systems. Director of Development O'Rourke has reported that conversion for Cedar Glen Terrace II is complete and families in that Self Help group are in their homes. PHA is also meeting with consulting attorneys from the Washington State Attorney General's office to explore options for updating its public records process and training for both staff and the Board of Commissioners.

REPORTS FROM COMMISSIONERS

Commissioner Webster: Attended the state session on the 9% tax credits. 2022 will see few changes, but 2023 is slated for a lot more. A series of discussions with varied interested parties are planned for the summer, including exploring options for a more equitable geographic construct.

Commissioner Cunningham: Sat in on Port Angeles City Council discussions surrounding short term rentals. The City Council has contracted with a legal group experienced in municipalities taking action on short term rentals.

Commissioner Robinson: Successfully advocated for the City of Sequim's Planning Commission to recommend a change to the City Council's comprehensive plan which currently restricts allowable housing to single-family only. This change should be adopted in the next few months, which will allow for multifamily housing in the City of Sequim. Commissioner Robinson also offered a public comment to the City of Sequim, encouraging them to support the County's passage of HB1590 and enter an interjurisdictional agreement for it.

Commissioner Turner: The City of Port Angeles has allowed for signage at the Boys and Girls Club.

Commissioner Fellin: No significant updates.

Commissioner Teal: Attending a COAST meeting for an update on Jefferson County housing.

Commissioner Tinker: Has been in contact with Cherie at Serenity House, who is aware of the case management issues at Maloney Heights and Sunbelt and working to implement changes to those programs. Completed a punch list walkthrough at Hobucket House. Sarge's Place has two apartments with tenants awaiting their move in when once floors are replaced. An anonymous donation of \$200,000.00 was made to NORVHN, which covered the remaining mortgage at Camp Sol Duc, as well as paving and/or resurfacing the parking areas for Hobucket House, Sarge's Place, and the Attic.

OLD BUSINESS

Property purchases for Mutual-Self Help: Executive Director Martinez recommends that the authority granted her via resolution for entry into purchase and sale agreements for the Mutual-Self Help program should be reviewed annually for the sake of fluctuations of price and circumstance, as well as a fiduciary responsibility to the agency. In addition, Director Martinez would like to update the board on the pursuit of these resolutions after they've been passed to allow for questions and details. Specifics to be discussed in executive session.

EXECUTIVE SESSION

The Executive Session was called to order at 1:58pm and adjourned at 2:55pm, running over estimated time of thirty minutes. Commissioners were given a legal update and discussed details of Resolutions #PHA-2022-04 (Approval of Real Estate Purchase), #PHA-2022-05 (Approval of Real Estate Purchase). Resulting decisions from executive session were as follows: #PHA-2022-04, Approval of Real Estate Purchase (Pages 9-10), Commissioner Tinker moved to approve, seconded by Commissioner Fellin. Voice vote, approved. Commissioner Cunningham was absent. #PHA-2022-05, Approval of Real Estate Purchase (Pages 11-12), Commissioner Tinker moved to approve, seconded by Commissioner Fellin. Voice vote, approved. Commissioner Robinson abstained; Commissioner Cunningham was absent.

NEW BUSINESS

#PHA-2022-06, Approval of PHA Annual Plan (Pages 13-22), Commissioner Tinker moved to approve #PHA-2022-06, seconded by Commissioner Webster. Voice vote, approved. Commissioner Cunningham was absent. #PHA-2022-07 Utility Allowances Pages (Pages 22a – 22f), Commissioner Tinker moved to approve #PHA-2022-07, seconded by Commissioner Fellin. Voice vote, approved. Commissioner Cunningham was absent. #PHA-2022-08 Funding Request (Pages 22g – 22h), Commissioner Tinker moved to approve #PHA-2022-08, seconded by Commissioner Fellin. Voice vote, approved. Commissioner Cunningham was absent.

Adjournment: The meeting adjourned at 3:19 p.m.

Next Meeting:

Wednesday, April 20, 2022 at 1:00 p.m.
Virtually via Zoom and in person at
Clallam County Commissioners Chambers
223 East 4th Street
Port Angeles, WA 98362

Secretary
Seal:



Board Chair