



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

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

Wednesday May 18, 2022 at 1:00pm

The Public is invited to attend the Regular Meeting of the Board of Commissioners.

Meeting location Clallam County Commissioners Chambers

223 East 4<sup>th</sup> Street Port Angeles, WA 98362 and/or

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

**CALL TO ORDER**

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

**ROLL CALL**

Present were: Executive Director Martinez, Commissioners Teal, Webster, Fellin, Tinker, Cunningham, and Turner, and Executive Administration Specialist Katherine Purcell. Commissioner Robinson excused.

**REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

New Business: Resolution #PHA-2022-15, Funding Request for Eklund Heights Phase 3 & 4 Infrastructure.

**COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

**CONSENT AGENDA**

Approval of consent agenda: Executive Director Sarah Martinez April Timesheet, April Regular Meeting Minutes, April Check Registers through Public Plaza Operating. Commissioner Turner recommended amendment to April Minutes clarifying Commissioner Cunningham's excused absence from roll call. Moved to approve by Commissioner Tinker, seconded by Commissioner Webster. Voice vote, approved as amended. April Outpost Check Register. Moved to approve by Commissioner Turner, seconded by Commissioner Fellin. Voice vote, approved. Commissioner Tinker abstained.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Martinez reported that the next meeting for the Clallam County Housing Solutions Committee is scheduled for 06/03/2022, and the official meeting time going forward will be the first Friday of each month at 9:00AM. IT managed services provider is under contract, PHA is working through items identified as needing correction during the assessment period. PHA's application to the Housing Trust Fund for the Continuing Affordability Grant has been submitted. In keeping with recommendations given to PHA from our discussions with the Attorney General's office regarding responsible stewardship of public records, it is recommended that members of the Board use an official Peninsula Housing Authority email address for any and all PHA-related business.

**REPORTS FROM COMMISSIONERS**

Commissioner Webster: Appointed to the Housing Fund Board in Jefferson County, which is currently working on a process to disburse HB1590 funds and an RFP panel to disburse 148 and 149 funds. Additionally, Jefferson County has signed up for HUD's House America program, which will provide technical assistance and guidance from HUD for affordable housing.

Commissioner Cunningham: Inquired about Commissioner Turner's report from previous month regarding property sales to private investment firms and if that reflects an official, public stance for the PHA or if we have a role in dealing with those issues. Adding discussion on private property regulations to next month's agenda.

Commissioner Tinker: Had a meeting with potential sellers for some land, which would allow for a another Hobucket House in Sequim.

Commissioner Fellin: No significant updates.

Commissioner Turner: No significant updates.

Commissioner Teal: Jefferson County is voting on changes to the emergency housing encampment ordinance amidst misinformation.

## **OLD BUSINESS**

### **EXECUTIVE SESSION**

The Executive Session was called to order at 1:58pm and adjourned at 2:28pm. Commissioners discussed a purchase of real property in Clallam County. Exceeded estimated session time by twenty minutes.

### **NEW BUSINESS**

Draft Succession Plan review (pages 8-14), updated to pass ED duties to the PHA Comptroller, followed by the Director of Housing, and then the Director of Acquisitions and Development, in case of an extended illness or other significant absence. The Comptroller role necessitates a broad familiarity and knowledge of PHA operations which would best bridge the gap. Commissioners had no counter recommendations to the plan as laid out by Executive Director Martinez. Commissioner Turner suggested a change of phrasing from "communicate" to "inform." A resolution to adopt these updates as amended will be brought to the next meeting.

Resolution #PHA-2022-13, ARPA Request (pages 15-16), Commissioner Turner moved to adopt, seconded by Commissioner Tinker. Voice vote, motion carries.

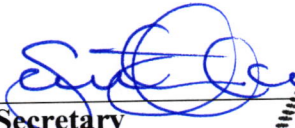
Resolution #PHA-2022-14, Purchase of Real Property in Clallam County (Pages 17-18), Commissioner Fellin moved to adopt, seconded by Commissioner Tinker. Voice vote, motion carries.

Resolution #PHA-2022-15, Request for County Funding for Infrastructure Improvements, Commissioner Turner moved to adopt, seconded by Commissioner Tinker. Voice vote, motion carries.

**Adjournment:** The meeting adjourned at 2:54pm

### **Next Meeting:**

Wednesday, June 15, 2022 at 1:00pm  
Virtually via Zoom and in person at  
Clallam County Commissioners Chambers  
223 East 4<sup>th</sup> Street  
Port Angeles, WA 98362

  
Secretary  
Seal:



  
Board Chair