



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday December 21, 2022 at 1:00pm

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

Meeting location : Virtual only, via Zoom, due to inclement weather.

Link available on website- <https://peninsulapha.org/>

**CALL TO ORDER**

The meeting was called to order at 1:02 pm by Commissioner Teal.

**ROLL CALL**

Present were: Commissioners Teal, Robinson, Turner, Tinker, and Fellin, Executive Director Sarah Martinez, In-House Counsel Alexandra Schodowski, and Executive Administrative Specialist Katherine Purcell. Commissioner Brotherton joined after roll call. Commissioners Webster and Cunningham were excused.

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

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

**CONSENT AGENDA**

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

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Martinez reported that progress is continuing on the Oxbow purchase/USDA transfer. PHA has collected proposals for the Capital Needs Assessment and made a selection, pending the vendor's approval by the USDA. Meanwhile, she and Director of Development Annie O'Rourke are preparing for the next step – soliciting an appraisal – which will hopefully be put out in the first half of January 2023. Executive Director Martinez and Development Director O'Rourke also toured a potential administrative building locally, but the necessary upgrades and repairs to the site were determined to be too costly, so they will be exploring other options in the new year. PHA has completed its Streamlined Voluntary Conversion – the first housing authority in Region 10 to do so. The HAP contract is in place and tenants are now receiving Section 8 subsidy. The Clallam County Housing Solutions Committee had a retreat to facilitate deeper discussions for shorter term, attainable goals for the next year. Director Martinez volunteered to be on the team to get the Request for Proposal published – likely by July 2023.

**REPORTS FROM COMMISSIONERS**

Commissioner Robinson: Now that the City of Sequim has approved multifamily housing to move forward, Habitat for Humanity has had a wetland delineation, surveyors to the development property, and received an engineering plan for forty homes on the first of two parcels.

Commissioner Tinker: Put down \$5,000.00 of earnest money from the Minsky donation, to move forward with the purchase of an 8-bedroom adult home in Sequim. Notified of \$900k in additional funding from Senator Murray's office, which will buoy the purchase of the Sequim "Minsky House," as well as the potential purchase for two parcels currently flanking Sarge's Place, and more sites in Port Angeles or Sequim. NORVHN will also be applying for a VA grant to add a social worker for Sequim and Port Angeles properties.

Commissioner Turner: No significant updates.

Commissioner Fellin: No significant updates.

Commissioner Brotherton: No significant updates.

Commissioner Teal: In Jefferson County, Bayside just closed on the Hadlock Hotel to turn into permanent supportive housing. OlyCap continues to make progress on construction of their new apartment building. Community Builds has put ten small homes at the open-air shelter for people in tents. The Housing Trust was gifted six lots and is planning to build five new homes.

### OLD BUSINESS

### EXECUTIVE SESSION

### NEW BUSINESS

Resolution #PHA-2022-28, Approval to Write Off Outstanding AR. Moved to approve by Commissioner Turner, seconded by Commissioner Robinson. Voice vote, approved.

**Adjournment:** The meeting adjourned at 1:39pm

#### **Next Meeting:**

Wednesday, January 18, 2023 at 1:00pm  
Clallam County Courthouse, Room 160  
223 East 4<sup>th</sup> Street  
Port Angeles, WA 98362

And virtually:

Link, call, and login information will be available one week before our scheduled meeting on our website at

<https://peninsulapha.org/>

  
Secretary  
Seal:



  
Board Chair