



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday November 16, 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 4th 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 1:02 pm by Commissioner Teal.

ROLL CALL

Present were: Commissioners Teal, Tinker, Webster, Cunningham, and Robinson, Executive Director Sarah Martinez, and Administrative Assistant Zoe Hansen. Commissioners Brotherton, Turner and Fellin were excused. In-House Counsel Alexandra Schodowski joined post-roll call.

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 October Timesheet, October Regular Meeting Minutes, October Check Registers through Public Plaza Operating. Moved to approve by Commissioner Robinson, seconded by Commissioner Webster. Voice vote, approved. October Outpost Check Register. Moved to approve by Commissioner Cunningham, seconded by Commissioner Robinson. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Martinez reported that she and Director of Development Annie O'Rourke are reaching out regarding local commercial real estate for potential admin sites and are scheduled to tour a one building at the end of November. The purchase plan for the Oxbow Apartments is proceeding well. A feasibility study is underway and ORFH continues to provide guidance. PHA is submitting a request to USDA for a scope of work for the appraisal, as well as conducting environmental testing. It remains a slow-moving process (estimated average of 18-24 months to close) but progress is continuing. Director Martinez and PHA HR are working to gather pertinent information, data, and materials in advance of 2023's labor bargaining, which is expected to start in April. SVC closing was pushed to the end of November to accommodate a change request from HUD regarding leasing agent agreement structures.

REPORTS FROM COMMISSIONERS

Commissioner Webster: Working with Habitat for Humanity and Jefferson County to get an RFP for the planning and development of 17 acres.

Commissioner Cunningham: Recently joined the Clallam County Department of Health Board of Commissioners.

Commissioner Robinson: Currently at Habitat for Humanity Headquarters in Atlanta, GA. Development for the first of two owned properties in Sequim is underway after the City Council unanimously approved multifamily housing zoning in October. The Sequim Habitat for Humanity ReStore moved to a space three times larger than the prior location. The Housing Trust Fund announced their affordable housing applications, due January 20, 2023..

Commissioner Tinker: NORVHN just purchased Fork's old VFW Hall, with funds from Colonel Minsky's estate, as well as generous assistance from the Sequim VFW, Carlsborg VFW, and the Sequim American Legion. This purchase can provide more space for the Attic, as well as the opportunity for veteran employment and communal food and drink.

Commissioner Teal: Contacted by Jane Armstrong, who is working with the Housing Solutions Network, asking about PHA's role so far regarding Evan's Vista in Port Townsend and models for continuous affordability.

OLD BUSINESS

EXECUTIVE SESSION

NEW BUSINESS

Resolution #PHA-2022-26, Approval to Enter into Leasing Agent Agreement. Moved to approve by Commissioner Webster, seconded by Commissioner Tinker. Voice vote, approved.

Resolution #PHA-2022-27, Requesting Review by the Health Care Authority. Moved to approve by Commissioner Tinker, seconded by Commissioner Cunningham. Voice vote, approved.

Adjournment: The meeting adjourned at 2:00pm

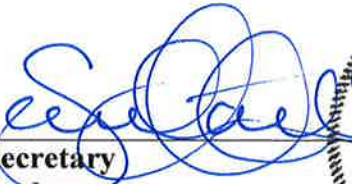

Next Meeting:

Wednesday, December 21, 2022 at 1:00pm
Jamestown S'Klallam Tribal Community Center, Red Cedar Hall
1033 Old Blyn Hwy
Sequim, WA 98382

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