



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday January 18, 2023 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 1:04 pm by Commissioner Teal.

**ROLL CALL**

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

**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 December Timesheet, December Regular Meeting Minutes, December Check Registers. Moved to approve by Commissioner Turner, seconded by Commissioner Webster. Voice vote, approved.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Martinez reported that progress is continuing on for the Ox Bow purchase. PHA had a call with USDA regarding a pilot program called Simple Transfer, which aims to streamline the transfer of rural housing 515 loans, but it remains untested. We answered questions about the Ox Bow project, including our progress thus far and intentions going forward; USDA will submit a referral to their Asset Management Division to determine our eligibility for the Simple Transfer program. Meanwhile, the current owners of Ox Bow are working with USDA to resolve some ownership entity complexities. Though that is in a holding pattern, PHA is still working toward the Capital Needs Assessment and will be going into each unit on 01/24 with our capital needs vendor for a complete property inspection. We continue to wait for the WA State Department of Commerce to publish the NOFO for the Continuing Affordability Grant, which will be our source of funding for this acquisition. The Housing Solutions RFP Committee is continuing to look into distribution options for their various funding sources. It will require development of interlocal agreements to determine priorities and ensure compliance management standards. City and county representatives are in discussion and will hopefully have those decisions soon to allow the RFP to be published by mid-year. Director Martinez and Executive Administration Specialist Kat Purcell continue to collaborate on Human Resources updates, including soliciting feedback via employee survey, and gathering data for the NAHRO salary survey. PHA Exempt staff have been migrated to the Public Employees Benefits Board health plans, with coverage effective 02/01/2023. Union negotiations are anticipated to begin sometime in late March.

## **REPORTS FROM COMMISSIONERS**

Commissioner Webster: The Housing Fund Board in Jefferson County will be recruiting for two members of the public to take vacated seats. Commissioner Webster and Greg Brotherton also informed OlyCAP that turnaround times for housing vouchers may take some time and with 7<sup>th</sup> Haven projected to finish in April, it is advisable to start that process with PHA sooner rather than later. Commissioner Webster is also working with Jefferson County Habitat for Humanity on a 17-acre parcel in Chimacum, development for which is currently in the planning stages.

Commissioner Turner: The Answer for Youth (TAFY) is moving forward with plans to place tiny houses in church parking lots.

Commissioner Brotherton: No significant updates.

Commissioner Fellin: No significant updates.

Commissioner Teal: Phoenix Addition has a level lot which appears neglected and may be of interest to the PHA.

## **OLD BUSINESS**

## **EXECUTIVE SESSION**

## **NEW BUSINESS**

**Adjournment:** The meeting adjourned at 1:48pm

### **Next Meeting:**

Wednesday, February 15, 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