



## Peninsula Housing Authority

*Serving Clallam and Jefferson Counties*

### Board of Commissioners ANNUAL BOARD MEETING MINUTES Wednesday March 15, 2023 at 1:00pm

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

Meeting location: Jefferson County Library, Humphrey Room

620 Cedar Avenue, Port Hadlock, WA 98339 and/or

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

#### **CALL TO ORDER**

The meeting was called to order at 1:00 pm by Commissioner Teal.

#### **ROLL CALL**

Present were: Commissioners Teal, Turner, Tinker, Cunningham, Webster, Brotherton, and Fellin, Executive Director Sarah Martinez, In-House Counsel Alexandra Schodowski, and Executive Administrative Specialist Katherine Purcell. Commissioner Robinson joined after roll call. Commissioner Cunningham was excused at 2:00pm.

#### **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 February Timesheet, February Regular Meeting Minutes, February Check Registers through Public Plaza Operating. Moved to approve by Commissioner Brotherton, seconded by Commissioner Cunningham. Voice vote, approved. February Outpost Check Register. Moved to approve by Commissioner Turner, seconded by Commissioner Cunningham. Commissioner Tinker abstained.

#### **EXECUTIVE DIRECTOR'S REPORT**

For several years, the Port Angeles Realtors Association have contributed proceeds from their Oktoberfest event to PHA's downpayment assistance program. Director of Development Annie O'Rourke attended a meeting last week, at which she was given \$10,418.00 for this program, the most we have ever received from this donation. Director O'Rourke will be drafting a thank you letter, which she and Director Martinez will sign for themselves, as well on behalf of the board commissioners. The Housing Solutions Committee is currently waiting on the County's Legal and Finance departments for the RFP. For the Ox Bow purchase, PHA is waiting for the current legislative session to finish so we can find out if the Housing Trust Fund will issue a NOFO for the Continuing Affordability Grant. Meanwhile, Directors Martinez and O'Rourke are continuing to pull together the application and have received our Capital Needs Assessment back, estimating \$1M in improvements, to be made over the course of several years, after acquisition, in order to minimize displacement for tenants, which

can be especially difficult to navigate in Forks. PHA's audit is now complete, with the exit interview scheduled for next week with the auditor, Director Martinez, and Comptroller Annette Crawford. There were no significant findings.

## **REPORTS FROM COMMISSIONERS**

Commissioner Turner: No significant updates.

Commissioner Tinker: Met with Clallam County Housing and Grant Resource Director, Tim Dalton. He is very engaged in the goings on for local housing agencies and organizations, and one of his goals is to regularly attend PHA board meetings.

Commissioner Cunningham: Reviewed the recent Port Angeles City Council meeting, which included discussions around Port Angeles moving forward on incentivizing ADUs.

Commissioner Fellin: Met with Directors Martinez and O'Rourke in touring a building as a potential site for PHA administrative offices.

Commissioner Robinson: USDA is currently working with HUD to redefine the "rural" classification, which may or may not include Port Angeles and Port Townsend once it has been decided. Also, Habitat for Humanity is opening up homeowner applications for a recycled home in Maloney Heights in March. This house will also be used to provide a Repair Class for members of the community who wish to learn more about basic home improvements and/or maintenance. This will be one of two classes for the year; the second will be in late summer, as a New Build Class. The Brownfield project in Sequim has a preliminary site plan, wetland delineation, and a survey – currently at 42 homes. A pre-application meeting is scheduled with the City of Sequim to review.

Commissioner Brotherton: No significant updates.

Commissioner Webster: Had a call and received forewarning of a significant drop in funding for Homeless Housing Assistance, and any organizations relying on those funds should plan accordingly. Port Townsend is also having zoning code change discussions, but the changes as currently presented will not be likely to have a meaningful impact on affordability. There will be a ribbon cutting ceremony for 7<sup>th</sup> Haven on March 31. Guested on a KPTZ radio program, *Housing Connections*; "What is a Comprehensive Housing Plan and Why Does Port Townsend Need One?" with Kim Herman and Naushard Cader.

Commissioner Teal: There is a Port Townsend City Council meeting next Monday, which will include discussions around coding for residential building capacity and their ADA Transition Plan

## **OLD BUSINESS**

### **EXECUTIVE SESSION**

The Executive Session was estimated to take ten minutes and end at 1:45pm; it ended at 1:49pm, exceeding expected time by four minutes. Commissioners discussed future potential real estate purchases.



## **NEW BUSINESS**

Election of officers. Commissioner Turner nominated Commissioner Webster for Board Chair, and Commissioner Robinson for Board Vice Chair. Seconded by Commissioner Brotherton. Voice vote, approved.

Resolution #PHA-2023-03, Authorization to Reject CY2023 Capital Fund Grant. Moved to approve by Commissioner Webster, seconded by Commissioner Tinker. Voice vote, approved.

Resolution #PHA-2023-04, Authorization for Out of State Training and Travel for PNRN NAHRO Conference. Moved to approve by Commissioner Turner, seconded by Commissioner Cunningham. Voice vote, approved. Commissioners Teal and Webster abstained.

Resolution #PHA-2023-05, Purchase of Real Estate in Jefferson County. Moved to approve by Commissioner Cunningham, seconded by Commissioner Turner. Voice vote, approved.

Resolution #PHA-2023-06, Purchase of Real Estate in Clallam County. Moved to approve by Commissioner Brotherton, seconded by Commissioner Tinker. Voice vote, approved.

Resolution #PHA-2023-07, Approval of FY2024 Annual Plan. Moved to approve by Commissioner Tinker, seconded by Commissioner Webster. Voice vote, approved.

Resolution #PHA-2023-08, Clallam County Utility Allowances Effective June 2023. Moved to approve by Commissioner Tinker, seconded by Commissioner Robinson. Voice vote, approved.

**Adjournment:** The meeting adjourned at 2:07pm

### **Next Meeting:**

Wednesday, April 19, 2023 at 1:00pm

Clallam County Board of Commissioners Chambers

223 East 4<sup>th</sup> Street

Port Angeles, WA 98363

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:



A handwritten signature in blue ink, appearing to be "Margaret Webster", written over the seal.

A handwritten signature in blue ink, appearing to be "Margaret Webster", written above a horizontal line.

Board Chair