



Peninsula Housing Authority

Serving Clallam and Jefferson Counties

Board of Commissioners **REGULAR BOARD MEETING MINUTES** December 20th, 2023 at 12:00pm

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

Meeting location:

Peninsula Housing Authority

2603 S Francis St.

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 12:07 pm by Commissioner Webster.

ROLL CALL

Present were: Commissioners Webster, Cunningham, Teal, Brotherton, and Robinson. Executive Director Sarah Martinez, Executive Administrative Specialist Katherine Purcell, and Administrative Assistant Zoe Hansen. Commissioners Tinker, Turner, and Fellin were excused. No members of the public were present.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Requested to rearrange agenda to discuss New Business after Consent Agenda. Moved to approve by Commissioner Cunningham, seconded by Commissioner Teal. Voice vote, approved.

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. Moved to approve by Commissioner Cunningham, seconded by Commissioner Teal. Voice vote, approved.

EXECUTIVE DIRECTOR'S REPORT

RFQ was published for a Resident Architect; the Bremerton firm Rice Fergus Miller was selected based on our procurement policy and scoring. Initial tasks for them will include helping with work on the new administrative building, as well as preliminary scope and schematic work for Eklund Heights to assist in presentation to the county for a funding request. Brawner's Director of Strategic Planning would like to come have an in-person meeting with the board in January for an initial strategic planning meeting. It is currently set for a three hour Special Meeting on the afternoon of January 31st at the Jamestown Tribal Center in Blyn. He will meet with staff the following day by department.

REPORTS FROM COMMISSIONERS

No Commissioner reports.

OLD BUSINESS

EXECUTIVE SESSION

NEW BUSINESS

Amended Resolution #PHA-2023-23; Accounts Receivable Write Offs. Moved to approve by Commissioner Teal, seconded by Commissioner Cunningham. Resolution tabled via voice vote.

Resolution #PHA-2023-24; Funding Application Request for Pre-Development Costs. Moved to approve by Commissioner Teal, seconded by Commissioner Brotherton. Voice vote, approved.

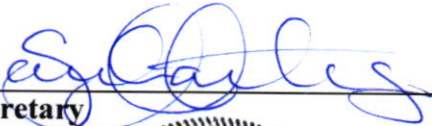
Adjournment: The meeting adjourned at 12:31pm

Next Meeting:

Wednesday, January 17, 2024 at 12:00pm
Port Angeles Main Library, Coffey Room
2210 South Peabody Street

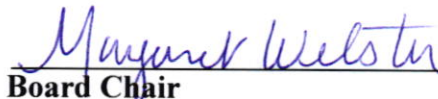
Port Angeles, WA 98362 And virtually: Link, call, and login information will be available one week before our scheduled meeting on our website at

<https://peninsulapha.org/>



Secretary

Seal:



Board Chair