



Peninsula Housing Authority

Serving Clallam and Jefferson Counties

Board of Commissioners REGULAR BOARD MEETING MINUTES

February 21, 2024, at 12:00pm

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

Meeting location:

Port Angeles Main Library, Coffey Room
2210 South Peabody 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 12:01 pm by Commissioner Webster.

ROLL CALL

Present were: Commissioners Webster, Cunningham, Teal, Brotherton, Robinson and Turner. Executive Director Sarah Martinez, Director of Development Annie O'Rourke, In-House Counsel Alex Schodowski, and Administrative Assistant Zoe Hansen. Commissioner Tinker arrived after roll call and approval of consent agenda. Commissioner Felin was excused. Josh Crites, Consultant with Brawner & Company was present. No public attended.

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 January Timesheet, January Regular Meeting Minutes, January Check Registers through Outpost. Moved to approve by Commissioner Teal, seconded by Commissioner Turner. Voice vote, approved.

EXECUTIVE DIRECTOR'S REPORT

As reported stated in the Director's report, Executive Director Martinez has been working on the Strategic Plan. Stakeholder's meetings are scheduled for March 7, 2024, in Clallam County and March 8, 2024, in Jefferson County. Josh Crites is facilitating the meetings. The resident participant surveys have been e-mailed and mailed with responses slowly coming in. Director Martinez and Director of Development, O'Rourke met with Jefferson County's Director of Strategic Planning, Brent Butler and had a great conversation. Jefferson County is currently working on updating their codes in preparation for the Hadlock Sewer. Installing the new sewer system will change the ability to use the land. The Commissioners with the Clallam County Housing Solutions Committee have approved the application for funding. Tim Dalton with the County is working on getting the application uploaded to the County website.

REPORTS FROM COMMISSIONERS

Commissioner Cunningham: No significant updates.

Commissioner Brotherton: No significant updates

Commissioner Robinson: Habitat of Clallam County is still waiting on permits in Sequim and Port Angeles. Zac Traveno, who was helpful working with Habitat, has left the City of Port Angeles. Zac has not been replaced yet and the permit process is on hold. Habitat, in partnership with the City of Sequim, has applied for a CHIP Grant (Connecting Housing to Infrastructure Program) from Washington Commerce for two million dollars. Habitat received notification have been funded. Applications are still open for Veteran's build until February 29, 2024.

Commissioner Teal: Has been in touch with Judy Alexander who oversees the Connectivity Fair. The Housing Authority will be a participant in Jefferson County coming up in April.

Commissioner Webster: Has been working with Habitat with Jefferson County. Habitat prepared a significant market study for the Mason Street project done by Novagradac. Commissioner Webster will ask if they would share this information when Commissioner Webster meets with them next week. Starting February 22, 2024, Commissioner Webster will be starting a position as Director of Housing Operations with OlyCap of Jefferson County. Many individuals have left, and she has been asked to step in. She will be overseeing multiple properties.

Commissioner Turner: Boys and Girls Club will have their annual St. Patrick's Day Breakfast fundraiser, Thursday March 14, 2024, at 8:00 am. Tuned into the end of the City of Port Angeles Councils' Tuesday evening meeting. The City voted for option C on STRs (Short Term Rentals) a limit to one hundred permits. The New York Times listed the City of Port Angeles as 8 out of 25 for top places to visit for STRs.

OLD BUSINESS

Josh Crites, Strategic Planning PHA Board Meeting update summation.

EXECUTIVE SESSION

The Executive Session was estimated to take fifteen minutes; the session was called to order at 12:52pm and adjourned at 1:01pm. Commissioners discussed the Land Purchase in Clallam and Jefferson Counties.

NEW BUSINESS

Resolution #PHA-2024-04; Land Purchase in Clallam County. Moved to approve by Commissioner Turner, seconded by Commissioner Teal. Voice vote, approved.

Resolution #PHA-2024-05; Land Purchase in Jefferson County. Moved to approve by Commissioner Robinson, seconded by Commissioner Cunningham. Voice vote, approved.

Resolution #PHA-2024-06; NAHRO Out of State Travel. Moved to approve by Commissioner Cunningham, seconded by Commissioner Teal. Voice vote, approved.

Resolution #PHA-2024-07; Down Payment Assistance Policy Revision. Moved to approve as amended by Commissioner Cunningham, seconded by Commissioner Teal. Voice vote, approved.

Resolution #PHA-2024-08; Records Room Organization Grant Application. Moved to approve by Commissioner Cunningham, seconded by Commissioner Tinker. Voice vote, approved.

Basic Eviction Overview; In-House Counsel Alex Schodowski. Discussed the process of eviction.

Adjournment: The meeting adjourned at 1:31 pm

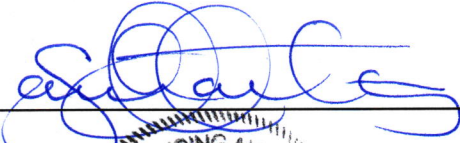
Next Meeting:

Wednesday, March 20th, 2024, at 12:00 P.M.
Jefferson County Library, Shold Room
620 Cedar Avenue
Port Hadlock, WA 98339

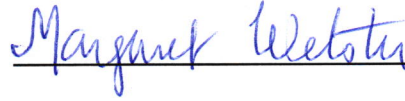
And virtually:

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