



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
January 17, 2024 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 12:02 pm by Commissioner Teal for Commissioner Webster.

**ROLL CALL**

Present were: Commissioners Teal, Cunningham, Webster, Brotherton, Turner, Tinker and Fellin. Executive Director Sarah Martinez, Director of Development Annie O'Rourke, In-House Counsel Alex Schodowski, Executive Administrative Specialist Katherine Purcell and Administrative Assistant Zoe Hansen. Commissioner Robinson was excused. One public member was present.

**REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

Request to add Resolution PHA 2024-03 and approve the agenda as amended. Moved to approve by Commissioner Turner, seconded by Commissioner Brotherton. Voice vote, approved.

**COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

Ann Burke, one owner of Oxbow, attended the meeting. She noticed an Oxbow resolution was listed on the agenda to be discussed.

**CONSENT AGENDA**

Approval of consent agenda: Executive Director Sarah Martinez December Timesheet, December Regular Meeting Minutes, December Check Registers through Public Plaza. Moved to approve by Commissioner Turner, seconded by Commissioner Tinker. Voice vote, approved. Approval of the December Outpost Check Register. Moved to approve by Commissioner Turner, seconded by Commissioner Brotherton. Voice vote, approved. Commissioner Tinker abstained.

**EXECUTIVE DIRECTOR'S REPORT**

As reported on the Director of Development report, we submitted our application for the Continuing Affordability Grant for Ox Bow Apartments on January 3, 2024 to the WA State Department of Commerce Housing Trust Fund Unit. Our application confirmation was received. Awards are expected by March 1, 2024. Between now and March, before moving forward with the Simple transfer Application with USDA RD, we need confirmation from the state of funding. Executive Director Martinez and Director of Development O'Rourke, met with Rice Fergus Miller, Resident Architect, on January 16, 2024. A walk through the new administration building was done to discuss improvements to the new space. Time frame for the move estimated

at third quarter. RFM also did a walk through at the new Eklund Heights site. RFM will prepare a schematic plan for a 25-unit apartment for a funding request. January 31, 2024, at 12:30 pm is the scheduled special meeting for strategic planning. The meeting will be in-person at Jamestown Tribal Center in Blyn in the Alderwood Room. An email notification will be sent along with an agenda. This will be a working lunch meeting. Please confirm attendance.

### **REPORTS FROM COMMISSIONERS**

Commissioner Fellin: No significant updates.

Commissioner Tinker: Fundraiser for Sarge's Veterans Support at the Dungeness River Nature Center April 27, 2024. Tickets will be available soon, follow on social media.

Commissioner Cunningham: Attended the City Council's meeting on the evening of January 16, 2024. There was discussion on Short Term rentals. Information is available online.

Commissioner Turner: No significant updates.

Commissioner Webster: Unable to communicate her response.

Commissioner Teal: No significant updates.

Commissioner Brotherton: No significant updates.

### **OLD BUSINESS**

Resolution #PHA 2023-23. Accounts Receivable Write Offs. Moved to approve by Commissioner Turner, seconded by Commissioner Fellin. Voice vote, approved.

### **EXECUTIVE SESSION**

#### **NEW BUSINESS**

Resolution #PHA-2024-01; Request for Ox Bow Apartments USDA Rural Development Transfer Application. Moved to approve by Commissioner Turner, seconded by Commissioner Tinker. Voice vote, approved.

Resolution #PHA-2024-02; Request to Issue Loan to Ox Bow Apartments. Moved to approve by Commissioner Tinker, seconded by Commissioner Cunningham. Voice vote, approved.

Resolution #PHA-2024-03; USDA RD 523 Grant Request. Moved to approve by Commissioner Cunningham, seconded by Commissioner Tinker. Voice vote, approved.

**Adjournment:** The meeting adjourned at 1:09 pm

#### **Next Special Meeting:**

Wednesday, January 31st, 2024, at 12:30 P.M.

Jamestown S'Klallam Administrative Building – Alderwood room

1033 Old Blyn Hwy

Sequim, WA 98328

and virtually:

Link, call, and login information will be available one week before our scheduled meeting on our website at

<https://peninsulapha.org/>

**Next Meeting:**

Wednesday, February 21, 2024, 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**



**Board Chair**

**Seal:**

