



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
Wednesday July 19, 2023 at 1:00pm

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

Meeting location: Jefferson County Library

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 12:59 pm by Commissioner Robinson.

ROLL CALL

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

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

CONSENT AGENDA

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

EXECUTIVE DIRECTOR'S REPORT

PHA's Collective Bargaining Agreement has been signed, effective July 1, 2023 through June 30, 2026. Executive Director Martinez will be participating in the conduction of interviews for the City of Port Angeles's Housing Administrator position. PHA's prospective new administrative building is still under contract. We are currently awaiting the Geotech report. The surveyor report for the property was completed last week, we are now waiting for final attorney review, and we are still on track for closing in August. For the Ox Bow, the WA

State Housing Trust Fund has been allocated funds we anticipate an October publication for the Continuing Affordability Grant. PHA's Self Help program group has faced significant challenges with our current build group in Forks. The group voted out a participant in February and attempted to work with them and USDA on an assumption of the home. USDA said they would call the note to encourage the assumption, but that did not happen. Over time it became clear that this would be significantly burdensome to the remaining builders. PHA reached out to USDA for further assistance and received a response that PHA had failed to comply with the terms of the 523 grant and the agency received a letter of High-Risk Determination. PHA disagrees with this classification. The letter contains factual inaccuracies and PHA is working on a response and a request to reconsider, given that our challenges stemmed largely from USDA's reluctance to follow through on their plan of action.

REPORTS FROM COMMISSIONERS

Commissioner Robinson: Habitat for Humanity has plans under review with the City of Port Angeles. Currently testing whether the sewer will support a four-plex. In Sequim, things are moving forward. State Representative Kilmer came to town and they have received a community-funded project grant, which will be received in December if it makes it into the current year's budget.

Commissioner Brotherton: No significant updates.

Commissioner Turner: Sat in on the Housing Solutions Committee meeting and plans to continue to hear more about what plans of action are made.

Commissioner Fellin: No significant updates.

Commissioner Tinker: Currently in the environmental review process for the appropriation funds used toward the Minsky House, which will likely be able to be used for the remodel itself.

Commissioner Teal: Attended the planning meeting for the City of Port Townsend with a presentation about Evan's Vista, but it seemed like the focus was on rentals for higher income individuals.

OLD BUSINESS

EXECUTIVE SESSION

NEW BUSINESS

Discussion regarding Peninsula Housing Authority's Strategic Plan update.

Resolution #PHA-2023-17, Authorization for Bargained Employee Application to Enter PEBB. Moved to approve by Commissioner Teal, seconded by Commissioner Tinker. Voice vote, approved.

Resolution #PHA-2023-18, Authorization to Adopt Updated Personnel Policy. Moved to approve by Commissioner Tinker, seconded by Commissioner Teal. Voice vote, approved.

Resolution #PHA-2023-19, Adoption of Updated Board of Commissioners Bylaws. Moved to approve by Commissioner Turner, seconded by Commissioner Tinker. Voice vote, approved.

Adjournment: The meeting adjourned at 1:55pm

Next Meeting:

Wednesday, August 16, 2023 at 12:00pm
Clallam County Courthouse, Room 160
223 East 4th Street
Port Angeles, WA 98362

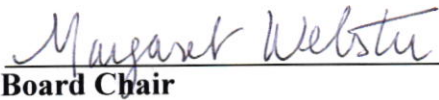
And virtually:

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