



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday June 21, 2023 at 1:00pm

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

Meeting location: Clallam County Courthouse

223 East 4<sup>th</sup> 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 1:01 pm by Commissioner Webster.

**ROLL CALL**

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

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

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

Mike Doherty asked about the potential for the Housing Authority to participate in a potential project to revitalize the Lincoln School in Port Angeles.

**CONSENT AGENDA**

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

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Sarah Martinez met with Sequim City Manager Matthew Huish who wanted to discuss what the Housing Authority does and what challenges Sequim faces around multifamily housing. Development Director O'Rourke accompanied Director Martinez to Port Townsend to meet with Jefferson County Public Works to talk about Port Hadlock's new sewer ordinance and how to ensure affordability for low income residents and low income housing providers connecting to it. Funding is almost completely secured and it is

estimated to have the project complete by 2025. On the same trip, Directors Martinez and O'Rourke met with East Jefferson Habitat for Humanity and walked their Mason Street property, which is currently in the early stages of a master plan to see what assistance the Housing Authority may provide as development moves forward. Talks are ongoing with the Housing Authority's employee bargaining unit and we are close to a finished agreement. Ox Bow is currently in a holding pattern while we await the NOFA.

### **REPORTS FROM COMMISSIONERS**

Commissioner Brotherton: Port Townsend's Community Boat Project is providing a training session on how to build tiny houses. Also, the Intergovernmental Collaborative Group are having a special meeting on Monday with Greg Colburn guesting to discuss homelessness and housing elasticity.

Commissioner Teal: Planning on attending the Monday meeting to hear speaker Greg Colburn. Also, the City of Port Townsend's Public Works Department is prioritizing the filling of pot holes this year, and are encouraging home and property owners to clear right of ways personally. Commissioner Teal also attended a presentation by candidates, some of whom revived discussion around the Port Townsend Lincoln Building – a former high school – and are forming a task force to move forward.

Commissioner Tinker: No significant updates.

Commissioner Cunningham: No significant updates.

Commissioner Fellin: No significant updates.

Commissioner Robinson: Habitat for Humanity has finished their fourteenth and final home in Maloney Heights, and the plans for the 4-Plex veteran's build are under review with the City of Port Angeles.

Commissioner Turner: No significant updates.

Commissioner Webster: Meeting with a developer who previously did a turnkey tax credit with the Housing Authority.

### **OLD BUSINESS**

Discussion of drafted Board of Commissioners bylaws update. A resolution to approve changes will be brought to July's meeting.

### **EXECUTIVE SESSION**

The Executive Session was estimated to take fifteen minutes and end at 1:55pm; it ended at 1:57pm, exceeding the expected time by two minutes. Commissioners discussed Director Martinez's contract renewal.

### **NEW BUSINESS**

Approval of plan outlined by board chair regarding Executive Director Martinez's annual evaluation in Executive Session. Moved to approve by Commissioner Teal, seconded by Commissioner Fellin. Voice vote, approved.

Presentation of FY2024 budget by Comptroller Annette Crawford.



Resolution #PHA-2023-15, Adoption of FY2024 Budget. Moved to approve by Commissioner Turner, seconded by Commissioner Tinker. Voice vote, approved.

Resolution #PHA-2023-16, Authorization for Write Off of Accounts Receivable. Moved to approve by Commissioner Turner, seconded by Commissioner Teal. Voice vote, approved.

**Adjournment:** The meeting adjourned at 2:14pm

**Next Meeting:**

Wednesday, July 19, 2023 at 1:00pm  
Jefferson County Library, Humphrey Room  
620 Cedar Avenue  
Port Hadlock, WA 98339

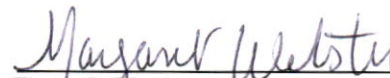
And virtually:

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