



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

**Board of Commissioners**  
**REGULAR BOARD MEETING MINUTES**  
November 15<sup>th</sup>, 2023 at 12:00pm

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

Meeting location:

Clallam County Courthouse, Room 160

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 12:01 pm by Commissioner Webster.

**ROLL CALL**

Present were: Commissioners Webster, Teal, Brotherton, Fellin, Robinson, Turner, and Tinker. Executive Director Sarah Martinez and Executive Administrative Specialist Katherine Purcell. Commissioner Cunningham joined after roll call. Members of the public were also present.

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

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

Public present – no comments.

**CONSENT AGENDA**

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

**EXECUTIVE DIRECTOR'S REPORT**

The Public Plaza loan conversion was completed on the anticipated date of November 1<sup>st</sup>. Executive Director Martinez and Commissioner Webster met with Brent Butler and Kate Dean to discuss Jefferson County's partner role in housing development. There was also a meeting with Ethan Walker, the new Housing Coordinator for the City of Port Angeles. During his short time in this role so far, we were able to complete an environmental review which we have been working on previously with the city for a year. The Continuing Affordability NOFO was published shortly after our October board meeting and the application is well underway, with the goal of submission by the end of the year. PHA's strategic plan RFP received five proposals which are currently under review for scoring by a small team made up of staff and a board member. Director Martinez and Commissioner Webster will go over that scoring to determine our selection. PHA has a RFQ for architectural services due next Monday, November 20<sup>th</sup>. Hoping to contract for a few separate projects over 3-5

years. The Housing Solutions Committee's last meeting had a presentation from the WA State Department of Commerce, which discussed the broader financial resources of the state and how those stack against the state of housing in WA.

## **REPORTS FROM COMMISSIONERS**

Commissioner Teal: Port Townsend just had a schoolboard election and is looking again at the Lincoln Building. This has been done in the past – complete with plans and preliminary drawings for subsidized senior housing but was scrapped.

Commissioner Brotherton: No significant updates.

Commissioner Fellin: Portable units utilized by schools are often offloaded for minimal cost and may be a good option to keep in mind if PHA is ever looking at tiny home construction.

Commissioner Robinson: North Peninsula Builder's Association (NPBA) is holding their monthly meeting at the Red Lion tomorrow, November 16<sup>th</sup>. Andrea Smith will be going over WUI (Wildland Urban Interface), which is meant to go into effect March 2024. Habitat is in a holding pattern for permitting with the city, so the fourplex for Veteran's Housing is still being pushed out. The neighboring lot is badly blighted and Habitat is attempting to purchase it in order to ensure that it is cleared for a better living space for future residents. Jointly applied with the City of Sequim for a CHIP grant, which would cover the general facilities costs to the city which would be waived, if approved. Habitat is having to pay \$6,000.00 to the City of Port Angeles for a manhole restoration blocks from the intended fourplex build site, which is added to the development cost.

Commissioner Cunningham: No significant updates.

Commissioner Turner: The Boys and Girls Club just held their annual auction with a goal of \$350,000.00 raised, which was exceeded with a total of \$450,000.00 raised in one night. \$230,000.00 was raised in a ten-minute portion wherein the offered purchase was just the pleasure of giving.

Commissioner Tinker: NORVHN (formerly) has officially changed its name to Sarge's Veteran Support, and is now just working on getting it formalized on a federal level. Looking for three more veterans for their board. Minsky Place is currently in the remodel phase.

Commissioner Webster: The Housing Fund Board in Jefferson County disperses the state funds for housing. HB1590 funds are mostly limited to new units; recording fees are intended for use on operating units. However, due to the real estate market, the recording fees were only 1/3 of last year, with a lot of demand. It is a reminder that funding sources for operations of previous projects can be just as challenging to find as funding for new projects. Collaborated with Director Martinez on a Financing of Low Income Housing paper, which goes through the history of how we've reached this place within the system.

## **OLD BUSINESS**

## **EXECUTIVE SESSION**

### **NEW BUSINESS**

Amended Resolution #PHA-2023-21; Continuing Affordability Grant Request for Ox Bow. Moved to approve by Commissioner Tinker, seconded by Commissioner Turner.

Resolution #PHA-2023-22; Rejection of CFP2021 Additional Funds. Moved to approve by Commissioner Tinker, seconded by Commissioner Teal.

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

**Next Meeting:**

Wednesday, December 20, 2023 at 12:00pm

Peninsula Housing Authority

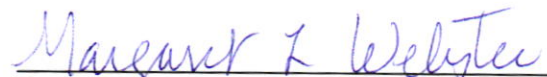
2603 S Francis St

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/>

  
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**Secretary**  
Seal:

  
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**Board Chair**

