



Peninsula Housing Authority

Serving Clallam and Jefferson Counties

Annual of Commissioners REGULAR BOARD MEETING MINUTES

March 20, 2024, at 12:00pm

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

Meeting location:

Jefferson County Library, Shold Room

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 12:02 pm by Commissioner Webster.

ROLL CALL

Present were: Commissioners Webster, Cunningham, Teal, Robinson, Fellin and Turner. Executive Director Sarah Martinez and Administrative Assistant Zoe Hansen. Commissioner Brotherton and In-House Counsel Alex Schodowski arrived after roll call and Consent Agenda. Commissioner Tinker was excused. No public attended.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Resolution #PHA-2024-11 Utility Allowances – Clallam County 2024

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

CONSENT AGENDA

Approval of consent agenda: Executive Director Sarah Martinez February Timesheet, February Regular Meeting Minutes, February Check Registers through, Public Plaza. Moved to approve by Commissioner Teal, seconded by Commissioner Turner. Voice vote, approved. Check Registers Section 8 and Outpost. Moved to approve by Commissioner Turner, seconded by Commissioner Cunningham. Voice vote, approved. Commissioner Webster, abstained.

EXECUTIVE DIRECTOR'S REPORT

As stated in the Director's report, Executive Director Martinez reported on the audit exit. Strategic planning is still in the works with Josh Crites. The Stakeholders' meetings had a good turnout between Clallam and Jefferson counties. We received positive responses from the resident survey. Josh wants to have another in-person meeting to discuss the outcome. We need to choose a date in the last two weeks of April. We received notification from the State regarding the Continuing Affordability Grant for the Ox Bow that the notice of award is on hold, and we will be notified when funding is available. Worked with RFM on preliminary designs for the new Administration building. Also continuing to work on preliminary design for Eklund at Gales project in preparation for funding request.

REPORTS FROM COMMISSIONERS

Commissioner Cunningham: No significant updates.

Commissioner Brotherton: No significant updates

Commissioner Robinson: Reported last summer Representative Kilmer's office set aside 2 million for the Sequim Avenue project. It was written in the budget March 6, 2024, as \$800,000. Habitat will go back to ask for another set aside for the shortage.

Commissioner Teal: Attended a Jefferson County Fund Board meeting regarding emergency shelter. There will be a gap between March and April and the homeless will be in need. She also attended the Jefferson County Home Show.

Commissioner Fellin: No significant updates

Commissioner Webster: Reported on Habitat's Mason Street project. An in-depth market survey was conducted regarding Jefferson and Clallam counties. It focused on rental and home ownership. The infrastructure will be addressed in 2024-2025 and construction to start in 2024-2026 for 50 units.

Commissioner Turner: Reported the Boys and Girls Club's annual St. Patrick's Day Breakfast fundraiser was a success. They reached their goal of \$30,000. A candidate for the Youth of the Year sang for the event.

OLD BUSINESS

Executive Martinez reported on an update from Josh regarding the Strategic Planning summary.

NEW BUSINESS

Election of Officers: Commissioner Teal Moved to nominate Commissioner Webster as Chair and Commissioner Robinson as Vice-Chair for a 1-year term, seconded by commissioner Turner. Voice vote, approved.

Resolution #PHA-2024-09; Funding request for Eklund at Gales with amendment. Moved to approve by Commissioner Cunningham, seconded by Commissioner Brotherton. Voice vote, approved.

Resolution #PHA-2024-10; Approval of FY2024 Annual Plan. Moved to approve by Commissioner Teal, seconded by Cunningham. Voice vote, approved.

Resolution #PHA-2024-11; Utility Allowances for Clallam County—2024. Moved to approve by Commissioner Teal, seconded by Commissioner Cunningham. Voice vote, approved.

Adjournment: The meeting adjourned at 1:04 pm

Next Meeting:

Wednesday, April 17, 2024, at 12:00 P.M.
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

Seal:





Board Chair