



Peninsula Housing Authority

Serving Clallam and Jefferson Counties

Annual of Commissioners REGULAR BOARD MEETING MINUTES

August 21, 2024, at 12:00pm

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

Meeting location:
Port Angeles Main Library, Coffey Room
2210 South Peabody 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, Tinker, Turner, Robinson, and Teal. Executive Director Sarah Martinez, Deputy Executive Director, Annette Crawford, Legal Counsel, Heidi Greenwood and Administrative Assistant-Executive Zoe Hansen. Commissioner Fellin arrived after roll call. Commissioner Cunningham and Commissioner Brotherton were excused. One public attended.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Executive Director Martinez added items to her Director's report. Discussion of Commissioner Fellin and recruitment for a new board member and City of Port Angeles Comprehensive Plan.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

CONSENT AGENDA

Approval of consent agenda: Executive Director Sarah Martinez June/July timesheet, June Regular Meeting Minutes, June/July Check Registers through, Public Plaza. Moved to approval by Commissioner Tinker, seconded by Commissioner Teal. Voice vote, approved. June/July Check Register Section 8. Moved to approval by Commissioner Tinker, seconded by Commissioner Turner. Voice vote, approved. Commissioner Webster, abstained. June/July Check Register Outpost. Moved to approval by Commissioner Turner, seconded by Commissioner Teal. Voice vote, approved. Commissioner Tinker abstained.

EXECUTIVE DIRECTOR'S REPORT

As reported in the Director's report, Executive Director Martinez appreciated the Board allowing time off during July. After the reorganization was complete, Director Martinez published an RP for legal services. The Housing Authority has hired Heidi Greenwood, with Ogden Murphy Wallace Attorney at Law. The Housing Authority has re-engaged with Stoel Rives and Foster Garvey to handle real estate development related issues. Director of Development O'Rourke has been working with the City of Port Angeles on a Stakeholder Advisory group. The City of Port Angeles is currently working on their comprehensive planning. Ben Braudrick, City Planning Supervisor, has reached out to the participants of the stakeholder group and issued a public survey. Ben has

offered to give a 15–20-minute interactive survey with boards. Commissioner Fellin has given notice to step down due to family and work commitments. Commissioner Fellin will continue to participate as his schedule allows until a replacement. The Clallam County Commissioner's approved a resolution committing the \$1.5 million at Eklund @ Gales project from 1590 funds. The commitment is contingent on securing the rest of the funding needed by the start of 2026. Director Martinez and Development Director O'Rourke have been spending a lot of time on the Oxbow project. As a requirement by the WA State Department of Commerce and the affordability grant, environmental testing was done.

REPORTS FROM COMMISSIONERS

Commissioner Tinker: Reported having landscaping party scheduled for October 5, 2024, 9-12 pm at Minsky Place. Looking for Rhododendrons, Azaleas and other flowering plants. Looking for volunteers for Ken's Cabin located in Forks. Named after a Veteran who passed away a few years ago. It needs some updating with a kitchen and bathroom. There is an 82-year-old Veteran with a VASH voucher waiting to move in.

Commissioner Robinson: Four Veteran units at Fairmount and Hazel in Port Angeles are under construction. A workforce training class in partnership with Port of Port Angeles. Thursday and Fridays for 8 weeks with 15 participants. The class will work with the students in the construction trades in hopes to be productive in that field. The City of Sequim has issued only one building permit since June. Commissioner Robinson met with Lindsey Sehmel, Community & Economic Development Director at the City of Sequim. Hopefully with her assistance she will help get Habitat back on track in Sequim by building homes. Chances to win a playhouse on their Facebook page with a QR code for \$20. Three houses to choose from.

Commissioner Fellin: No significant updates

Commissioner Teal: No significant updates.

Commissioner Turner: No significant updates.

Commissioner Webster: Reported that OlyCap Properties has revised their approach to filling vacancies. Instead of waitlists they are using coordinated entry. A person that has a high score in a category like age 62 and over with the most vulnerability.

OLD BUSINESS

NEW BUSINESS

Resolution PHA-2024-16; FY 2025 Budget Amendment

Move to approve the 2024 Budget Amendment by Commissioner Tinker, seconded by Commissioner Turner. Voice vote, approved.

Resolution PHA-2024-17; Contract for Improvements at 727 E 8th

Move to approve the Contract for Improvements by Commissioner Tinker, seconded by Commissioner Robinson. Voice vote, approved.

Resolution PHA-2024-18; WA State Housing Trust Fund application Eklund @ Gales

Move to approve the WA State Housing Trust Fund application by Commissioner Tinker, seconded by Commissioner Turner. Voice vote approved.

Resolution PHA-2024-19; Signer Authorizations

Move to approve signer authorizations by Commissioner Tinker, seconded by Commissioner Teal. Voice vote approved.

Resolution PHA-2024-20; Section 8 Management Assessment Program Certification

Move to approve Section 8 Management Assessment Program Certification by Commissioner Tinker, seconded by Commissioner Turner. Voice vote approved.

Resolution PHA-2024-21; Jefferson County UA's

Move to approve the Jefferson County Utility Allowances by Commissioner Tinker, seconded by Commissioner Teal. Voice vote approved.

Adjournment: The meeting adjourned at 12:52 pm

Next Regular Meeting:

Wednesday, September 18, 2024, at 12:00 P.M.

Port Angeles Main Library, Coffey Room

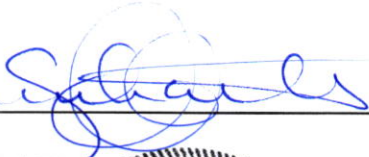
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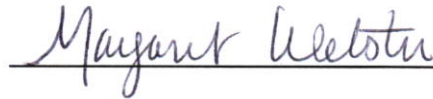
and virtually:

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