



Peninsula Housing Authority

Serving Clallam and Jefferson Counties

Board of Commissioners
REGULAR BOARD MEETING MINUTES
December 18, 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 12:02 pm by Commissioner Webster.

ROLL CALL

Present were: Commissioners Webster, Turner, Cunningham, Mayfield, Brotherton, Robinson and Teal. Executive Director Sarah Martinez, Legal Counsel, Heidi Greenwood and Administrative Assistant-Executive Zoe Hansen. Commissioner Tinker arrived after roll call.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

There was public in attendance and provided comment about smoking at Wildwood Terrace.

CONSENT AGENDA

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

EXECUTIVE DIRECTOR'S REPORT

Executive Director Martinez stated we are close to submitting our MPR application to USDA for GAP funding for Oxbow. We have successfully moved into our new administration office at 727 E 8th Street from 2603 S Francis St. Next month the Board meeting will be held at our new address. Come early if you would like to take a tour.

REPORTS FROM COMMISSIONERS

Commissioner Brotherton: No significant updates.

Commissioner Teal: No significant updates.

Commissioner Tinker: The community has been generous in gifts and stockings going to the Veterans.

Commissioner Robinson: Monday December 23, 2024, is a groundbreaking at Lion's Landing 303 Mill Road in Carlsborg. This will be a 45-home community. Eighty percent of the homes will be 80% or below AMI and twenty percent will be 80% to 120%. The project is moving forward quickly. Habitat turned into the City of Sequim a second conditional use permit. The City of Sequim charged them an additional fee of \$8,000 as the first permit had expired. The Veteran's build is moving along. One family has dropped out and additional applications will be available to fill this unit.

Commissioner Mayfield: No significant updates.

Commissioner Turner: No significant updates.

Commissioner Cunningham: On December 2, 2024, Clallam County Commissioners met with Representatives Adam Birnbaum, Steve Tharinger, Senator Mike Chapman, EDC Coleen McAleer and building organization from Clallam County. The discussion was on housing needs and private developers.

Commissioner Webster: In Jefferson County the state is willing to repurpose the Housing Trust funds for Castle Brown III project and work within the budget.

OLD BUSINESS

EXECUTIVE SESSION

The Executive Session was estimated to take twenty minutes; the session was called to order at 12:25 pm and adjourned at 1:05 pm. Commissioners discussed the purchase of real estate in Clallam County.

NEW BUSINESS

Resolution PHA-2024-27; AR Collections Write-off

Move to approve Commissioner Turner, seconded by Commissioner Brotherton. Voice vote, approved.

Resolution PHA-2024-28; Purchase of Real Estate

Move to approve the Purchase of Real Estate, as discussed in Executive Session by Commissioner Tinker, seconded by Commissioner Robinson. Voice vote, approved.

Adjournment: The meeting adjourned at 1:13pm

Next Regular Meeting:

Wednesday, January 15, 2025, 2024, at 12:00 P.M.

Peninsula Housing Authority Board Room

727 E 8th 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/>

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Secretary
Seal:



Margaret Webster

Board Chair