



Peninsula Housing Authority

Serving Clallam and Jefferson Counties

Annual of Commissioners REGULAR BOARD MEETING MINUTES November 20, 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 12:06 pm by Commissioner Webster.

ROLL CALL

Present were: Commissioners Webster, Turner, Cunningham, Mayfield, and Teal. Executive Director Sarah Martinez, Director of Acquisition and Development, Annie O'Rourke, Legal Counsel, Heidi Greenwood and Administrative Assistant-Executive Zoe Hansen. Commissioner Robinson arrived late. Commissioner Brotherton was excused. Commissioner Tinker was excused and then arrived towards the end of the meeting.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Director Martinez introduced the newest Commissioner, Alisen Mayfield.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

CONSENT AGENDA

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

EXECUTIVE DIRECTOR'S REPORT

As reported in the Director's report, Executive Director Martinez stated that construction at the new Admin building is on schedule. Move in date will be on or around December 13th. The Admin building will be operational by January 2, 2025, after the holidays. The PHA Website and vendors are being notified of the changes. We anticipate the January Board meeting will be held at the new Admin building in the Board room. Debi Knutson with DSHS working with ALTSA (Aging and Long-Term Support Administration) team contacted Director Martinez. Director Martinez was asked to sit in on a meeting with the developer of Port Townsend Green Pod Designs. Director Martinez had a call with the HUD field office. PHA finished closing out the 2022 conversion of Public Housing to Section 8 Authority. A topic of discussion came up regarding Faircloth transfer. Future resolutions are needed before any decisions are made. Obtaining Oxbow GAP funding was not successful. A resolution has been requested for USDA MPR funds.

REPORTS FROM COMMISSIONERS

Commissioner Tinker: No significant updates

Commissioner Cunningham: No significant updates

Commissioner Teal: The Housing Solutions committee held an event. They had a survey regarding Jefferson County and how many people are affected by housing insecurities.

Commissioner Robinson: Closed on 7.7 acres in Carlsborg. Looking to build 45 single family homes. Construction for infrastructure could begin in January. Looking forward to building homes by the end of 2025. Still struggling with City of Sequim and permitting issues to start infrastructure and development. The Veteran's house build has now filled the last two units. The units are 836 square feet of living space. Zero entry all the way through. Still offering aging in place for homeowners that need help with repairs. 60% or below AMI.

Commissioner Mayfield: No significant updates.

Commissioner Turner: Boys and Girls Club set an all-time record of \$600,000 in the auction. Received a call from someone who, after being on a long waitlist, has received paperwork for housing.

Commissioner Webster: Working on a stakeholder group for DSHS. Over three or four months they did a report. A set of recommendations to Washington State for Health and Housing. There are no standards or definition for supportive housing. Attended a meeting with Forestry and Housing. This meeting was an informal presentation to Representatives Steve Tharinger and Mike Chapman about what the needs are in the county.

OLD BUSINESS

NEW BUSINESS

Resolution PHA-2024-25; Application to USDA for MPR Funds for Oxbow Apartments

Move to approve the Application to USDA for MPR Funds by Commissioner Turner, seconded by Commissioner Teal. Voice vote, approved.

Resolution PHA-2024-26; Application to the Clallam County Opportunity Fund for Eklund @ Gales

Move to approve the Application to the Clallam County Opportunity Fund by Commissioner Teal, seconded by commissioner Robinson. Voice vote, approved.

Adjournment: The meeting adjourned at 1:04pm

Next Regular Meeting:

Wednesday, December 18, 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/>

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Secretary
Seal:



Margaret Webster

Board Chair