



Peninsula Housing Authority
Serving Clallam and Jefferson Counties

Annual of Commissioners
REGULAR BOARD MEETING MINUTES
October 16, 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 12:00 pm by Commissioner Webster.

ROLL CALL

Present were: Commissioners Webster, Tinker, Turner, Robinson, Brotherton and Teal. Executive Director Sarah Martinez, Deputy Executive Director, Annette Crawford, Legal Counsel, Heidi Greenwood and Administrative Assistant-Executive Zoe Hansen. Commissioner Cunningham was excused.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

CONSENT AGENDA

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

EXECUTIVE DIRECTOR'S REPORT

As reported in the Director's report, Executive Director Martinez mentioned spending time preparing for the new office move. On the 12th and 13th of December our managed services vendor will be moving the server and computer workstations. Notices have been mailed out to all the tenants letting them know when we will be moving and there may be a delay in the staff responding. Further updates will be provided on our website. Notifications will also be sent out soon to all the vendors regarding the move and the current building will no longer be occupied. In the next few weeks Director Martinez and Development Director O'Rourke will prepare proposals for the demolition of the building. The updates to the new building are moving along as planned. We have had updates regarding the seller at Oxbow and legal counsel will continue working with the seller on negotiations. The Department of Commerce has not given a reply to the additional funding request for GAP. Development Director O'Rourke has been in contact with them and will give Director Martinez an update when

they get together. We received an application for Tim Fellin's vacant board position. Commissioner Webster and Director Martinez will have a zoom call to interview the interested person.

REPORTS FROM COMMISSIONERS

Commissioner Tinker: No significant updates

Commissioner Brotherton: No significant updates

Commissioner Teal: Habitat had a groundbreaking that Commissioner Teal and Commissioner Webster attended. The plan is for six units on four lots, 2-3-bedroom houses. Mentioned in the Jefferson County Comp plan, a grant was obtained for inclusiveness to assist low-income individuals of all races to attend the planning sessions for either the City or the County. This helps with transportation and childcare.

Commissioner Robinson: The Veteran build is under way. There was a wall raising in late September with over 50 people in attendance. Two representatives from Sarge's place were on site. Two of the units are filled and two are still open. They have opened applications for spouses and children. Applications can be picked up at any Habitat store. Applications close on Veteran's Day. Permits are still pending for the Sequim build. The World Habitat event was held at Field Hall with a great turn out.

None

Commissioner Turner: No significant updates.

Commissioner Webster: Housing Fund Board has been holding monthly meetings. This month's topic is families and children. The discussion was about building one- and two-bedroom units. Hopefully to attract families and keep families in the area. Both the City and the County are working on the Jefferson County Comp plan. Targeting needs assessment plans.

OLD BUSINESS

NEW BUSINESS

Adjournment: The meeting adjourned at 12:28pm

Next Regular Meeting:

Wednesday, November 20, 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