



## Peninsula Housing Authority

*Serving Clallam and Jefferson Counties*

### Board of Commissioners REGULAR BOARD MEETING MINUTES

January 15, 2025, at 12:00pm

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

Meeting location:

Peninsula Housing Authority Board Room  
727 E 8<sup>th</sup> 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, Cunningham, Mayfield, Brotherton, and Teal. Executive Director Sarah Martinez, Deputy Director, Annette Crawford, Finance Director, Laura Dale, Legal Counsel, Heidi Greenwood and Administrative Assistant-Executive Zoe Hansen. Commissioner Tinker, Commissioner Robinson and Commissioner Turner were excused.

#### **REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

#### **COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

There were public in attendance and they had questions about Oxbow Apartments.

#### **CONSENT AGENDA**

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

#### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Martinez introduced our new Director of Finance, Laura Dale. PHA is currently undergoing its FY24 and accountability audit. In the coming months the Deputy Director, Crawford and Director of Finance, Dale will be reviewing their monthly reports regarding the monthly board packets. Our move is complete to the new office space 727 E 8<sup>th</sup> St. The transition has gone well, and we are still working through some furniture and IT issues. Update on funding for Oxbow. The MPR application to USDA for GAP funding was submitted on Dec. 24, 2024. The simple transfer application should be submitted by the end of January. This will allow the acquisition of the property. We have an amendment of the purchase and sale agreement negotiated between seller's legal counsel and our legal counsel. We are waiting for the signatures. An update on Eklund at Gales. We received an award from the Department of Commerce for three million dollars. More updates to follow when available. When fully funded, construction begins early 2026.

## REPORTS FROM COMMISSIONERS

Commissioner Brotherton: No significant updates.

Commissioner Teal: Has been participating on the City's stakeholder group working on active transportation and have an open house today. Working on sidewalks and curb cuts in regard to affordable housing and is ADA compliance.

Commissioner Mayfield: Was sworn in and there were no other significant updates.

Commissioner Cunningham: Congratulations to Commissioner Robinson and Habitat for Humanity for their groundbreaking he attended.

Commissioner Webster: Met with the state auditor regarding risk management.

## OLD BUSINESS

### EXECUTIVE SESSION

The Executive Session was estimated to take ten to fifteen minutes; the session was called to order at 12:38 pm and adjourned at 12:53 pm. Commissioners discussed Director Martinez's annual performance review.

## NEW BUSINESS


**Adjournment:** The meeting adjourned at 12:55 pm

### **Next Regular Meeting:**

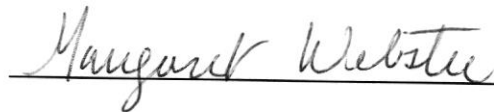
Wednesday, February 19, 2025, at 12:00 P.M.  
Peninsula Housing Authority Board Room  
727 E 8<sup>th</sup> Street  
Port Angeles, WA 98362  
and virtually:

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