



## **Peninsula Housing Authority**

*Serving Clallam and Jefferson Counties*

### **Board of Commissioners REGULAR BOARD MEETING MINUTES**

February 19, 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 12:10pm by Commissioner Webster.

#### **ROLL CALL**

Present were: Commissioners Webster, Mayfield, Brotherton, Turner, Tinker and Teal. Executive Director Sarah Martinez, Deputy Director, Annette Crawford, Director of Development, Annie O'Rourke, Legal Counsel, Heidi Greenwood and Administrative Assistant-Executive Zoe Hansen. Commissioner Cunningham, Commissioner Robinson arrived after roll call.

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

Discuss Commissioner Teal's reappointment. Executive session not needed. Stricken from the Agenda.

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

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

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

Executive Director Martinez discussed the update to department director reports. Director of Finance, Laura Dale handles the reports of financial statements. Deputy Executive Director, Annette Crawford will handle operations and property management. Director Martinez will be working on updating the property and financial reports that are in the board packet. There is a significant update to Section 8 admin plan regarding HOTMA (Housing Opportunities Through Modernization Act) plan from 2016. HUD is now following through with the requirements. Director Martinez and Director of Rental Assistance, Debbi Tesch will be tackling these requirements. Director Martinez and Deputy Director Crawford will begin working on operational procedures evaluating for efficiencies. Work continues regarding the funding at Eklund @ Gales. On February 13, 2025, we submitted our simple transfer application for the Ox Bow. RD will review the documents and have comments back to us by the 28<sup>th</sup> of February. The hope is we will close the acquisition in June.

## **REPORTS FROM COMMISSIONERS**

Commissioner Turner: No significant updates.

Commissioner Brotherton: No significant updates.

Commissioner Tinker: Funding from Senator Murray is at risk pending shutdown. This affects Minsky place. Minsky has availability in Sequim and at Hobuck House. If anyone has referrals for Vets. Minsky is income based. Hobuck House is 30% of AMI.

Commissioner Mayfield: No significant updates.

Commissioner Cunningham: He wanted to mention an article in the Peninsula Daily News about utility fees regarding the City of Port Angeles and no other significant updates.

Commissioner Webster: Shared her concerns with the federal programs and possible limitations of fair housing. She wants to recognize all the changes and appreciates us hanging in there.

## **OLD BUSINESS**

Commissioner Teal's term expired in January. Jefferson County wanted a brief discussion to reaffirm Commissioner Teal's request for reappointment. Motion was made to approve Commissioner Teal's appointment. Moved to approval by, Commissioner Turner, seconded by Commissioner Webster. Voice vote approved.

## **EXECUTIVE SESSION**

Removed from agenda.

## **NEW BUSINESS**

**Resolution PHA-2025-01; Authorizing Application for FHLB Affordable Program Funds.**

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

**Resolution PHA-2025-02; Authorizing Application for Clallam County 2060 Funds**

Move to approve Commissioner Turner, seconded by commissioner Brotherton

**Adjournment:** The meeting adjourned at 12:43 pm

### **Next Annual Meeting:**

Wednesday, March 19, 2025, at 12:00 P.M.

Jefferson County Library, Shold Room

620 Cedar Avenue

Port Hadlock, WA 98339

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

A handwritten signature in cursive script, appearing to read "Margaret Webster", written over a horizontal line.