



Peninsula Housing Authority

Serving Clallam and Jefferson Counties

Board of Commissioners ANNUAL BOARD MEETING MINUTES

March 19, 2025, at 12:00pm

The Public is invited to attend the Annual 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, Brotherton, Turner, Cunningham, Robinson, 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 Mayfield arrived after roll call. Commissioner Tinker was absent.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Resolution PHA 2025-08; Funding Request for Ox Bow Apartments and Resolution PHA 2025-09; Construction Contract for Lee Plaza Plumbing Repair. Discussion of Finance Reports.

COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA

CONSENT AGENDA

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

EXECUTIVE DIRECTOR'S REPORT

Executive Director Martinez reported on the federal government budget noting USDA pausing the MPR program causing an \$800,000 gap in funding for acquisition and rehabilitation of the Ox Bow. The PHA has been inquiring into lenders who specialize in financing affordable or low-income housing projects. Met with Enterprise, WCRA, Housing Assistance Council (HAC) and RCAC. Director Martinez will be searching for a new development consultant in the coming weeks, as our contract with Brawner expired in November of 2024. The new consultant will be established and used on an as needed basis. Our first project, which needs development services, will be to exit from Garden Court Apartments. This will take approximately 18 months to complete. A development consultant will also assist in projects relating to Jefferson County properties and an OlyCap partnership to develop housing. Another project will be Mount Angeles View and developing over 200 units.

REPORTS FROM COMMISSIONERS

Commissioner Turner: Reported that the Boys and Girls club held a 1-hour breakfast that raised \$67,500. And no other significant updates.

Commissioner Teal: There is a Comp Plan update open house on the 26th of March in Jefferson County that she plans to attend. The goal is to get the city and county involved with a broader demographic.

Commissioner Brotherton: No significant updates.

Commissioner Cunningham: No significant updates.

Commissioner Webster: Had a meeting with Holli, Director Martinez and Director O'Rourke. A discussion on the current situation with housing and how changes will be. In time all things be different—keep moving forward.

Commissioner Robinson: Work continues regarding the veteran build. The roof is going on. Last week was the Port Angeles Chamber meeting. Nathan West gave an update on how the state of the City of Port Angeles is. Nathan mentioned the good work that the Peninsula Housing Authority has been doing. She wanted us to know how the Housing Authority is being noticed and appreciated.

OLD BUSINESS

NEW BUSINESS

Election of Officers; Commissioner Turner Moved to nominate Commissioner Webster as Chair and Commissioner Robinson as Vice-Chair for a 1-year term, seconded by commissioner Teal. Voice vote, approved.

Resolution PHA-2025-03; Approval of FY2026 Annual Plan. Move to approve Commissioner Turner, seconded by Commissioner Robinson. Voice vote, approved.

Resolution PHA-2025-04; Approval of Clallam County 6.25 Utility Allowances. Move to approve Commissioner Turner, seconded by Commissioner Cunningham. Voice vote, approved.

Resolution PHA-2025-05; Approval of Jefferson County 6.25 Utility Allowances. Move to approve Commissioner Teal, seconded by Commissioner Turner. Voice vote, approved.

Resolution PHA-2025-06; Authorizing Application for Records Technology Grant. Move to approve Commissioner Robinson, seconded by Commissioner Mayfield. Voice vote, approved.

Resolution PHA-2025-07; Approval of Demolition of Old Admin Building. Move to approve Commissioner Robinson, seconded by Commissioner Teal. Voice vote, approved.

Resolution PHA-2025-08; Funding Request for Ox Bow Apartments. Move to approve Commissioner Turner, seconded by Commissioner Teal. Voice vote, approved.

Resolution PHA-2025-09; Construction Contract for Lee Plaza Plumbing. Move to approve Commissioner Mayfield, seconded by Commissioner Robinson. 5 Yeas, 2 Nays, Voice vote, approved.

EXECUTIVE SESSION

The Executive Session was estimated to take fifteen minutes; the session was called to order at 1:20 pm and adjourned at 1:35 pm. Commissioners approved Director Martinez's annual performance review.

Adjournment: The meeting adjourned at 1:35 pm

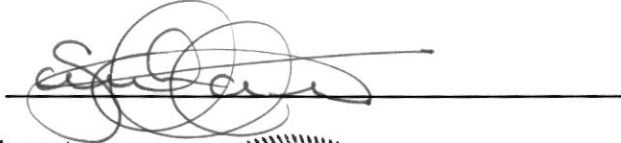
Next Regular Meeting:

Wednesday, April 16, 2025, at 12:00 P.M.
Peninsula Housing Authority Board Room
727 E 8th Street
Port Angeles, WA 98362

and virtually:

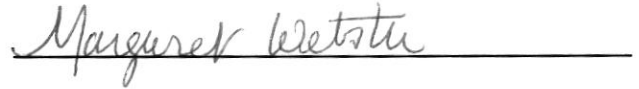
Link, call, and login information will be available one week before our scheduled meeting on our website
at

<https://peninsulapha.org/>



Secretary

Seal:



Board Chair