



## Peninsula Housing Authority

*Serving Clallam and Jefferson Counties*

### Board of Commissioners ANNUAL BOARD MEETING MINUTES

May 21, 2025, at 12:00pm

The Public is invited to attend the Annual 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, Tinker, Turner, Cunningham, Robinson, Mayfield and Teal. Executive Director Sarah Martinez, Deputy Director, Annette Crawford, Director of Finance, Laura Dale, Legal Counsel, Heidi Greenwood and Administrative Assistant-Executive Zoe Hansen.

#### **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 March/April timesheet, March Regular Meeting Minutes (No April minutes), March/April Check Registers through Public Plaza. Moved to approval by Commissioner Turner, seconded by Commissioner Robinson. Voice vote, approved. March/April Check Register Section 8. Moved to approval by Commissioner Turner, seconded by Commissioner Teal. Commissioner Webster, abstained. Voice vote, approved. March/April Check Register Outpost. Moved to approval by Commissioner Turner, seconded by Commissioner Teal. Commissioner Tinker, abstained. Voice vote, approved.

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

Executive Director Martinez reported that the April meeting could not take place due to a nationwide outage with Zoom. Director Martinez will be participating in the Jefferson County 5-year plan Taskforce committee.. She will attend seven meetings May through October 2025. The first meeting was held last week. The 5-year plan is required by the Department of Commerce in conjunction with the homeless funding that goes into Jefferson County. Director Martinez contacted NAHRO (National Association of Housing and Redevelopment Officials). This organization provides training for housing authorities. She checked into holding a commissioner's fundamentals training. This would be for a trainer to come to Port Angeles for an in-person training session, the cost would be \$5,600 that is covered by the Housing Authority. Tentative date is August 11 & 12, 2025. A day and a half of training is to be held at the Housing Authority office. A donation was received for the Down Payment Assistance Program from the Port Angeles Association of Realtors. We received a donation of \$3,557. This donation helps with our Down Payment Assistance Program. We are very thankful that they assist us in our program. Our Mutual Self-Help Program received notification at the end of

April that all of the eight build group loans have been funded. We are waiting on USDA for confirmation and anticipate closing by the end of June or July. Looking forward to beginning the build on the 8 lots East of Port Angeles.

### **REPORTS FROM COMMISSIONERS**

Commissioner Turner: No significant updates.

Commissioner Teal: No significant updates.

Commissioner Mayfield: No significant updates.

Commissioner Cunningham: No significant updates.

Commissioner Webster: No significant updates.

Commissioner Tinker: No significant updates.

Commissioner Robinson: After two years of waiting, a hearing was set up with the City of Sequim to obtain permits to develop their property.

### **OLD BUSINESS**

Presentation on new report format option in a power point. A motion was made to approve the new board reports format for the board packet. Move to approve Commissioner Turner, seconded by Commissioner Tinker. Voice vote, approved.

### **NEW BUSINESS**

**Resolution PHA-2025-10;** Approval of update to address in B-Laws. Move to approve Commissioner Turner, seconded by Commissioner Tinker. Voice vote, approved.

**Resolution PHA-2025-11;** Approval of revised Public Records Policy. Move to approve Commissioner Turner, seconded by Commissioner Tinker. Voice vote, approved.

**Resolution PHA-2025-12;** Approval of Adoption of FY2026 Budget. Move to approve Commissioner Turner, seconded by Commissioner Robinson. Voice vote, approved.

**Resolution PHA-2025-13;** Approval of Albert Haller Foundation Funding Application. Move to approve Commissioner Turner, seconded by Commissioner Mayfield. Voice vote, approved.

**Resolution PHA-2025-14;** Approval of FFCF Grant Application Resolution. Move to approve Commissioner Turner, seconded by Commissioner Teal. Voice vote, approved.

### **EXECUTIVE SESSION**

The Executive Session was tabled for June's meeting.

**Adjournment:** The meeting adjourned at 1:06 pm

### **Next Regular Meeting:**

Wednesday, June 18, 2025, at 12:00 P.M.  
Peninsula Housing Authority Board Room  
727 E 8<sup>th</sup> Street  
Port Angeles, WA 98362

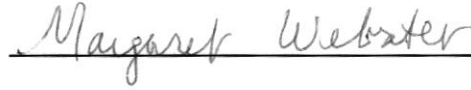
and virtually:

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

<https://peninsulapha.org/>



**Secretary**



**Board Chair**

**Seal:**

