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**Peninsula Housing Authority**

*Serving Clallam and Jefferson Counties*

**Board of Commissioners  
ANNUAL BOARD MEETING MINUTES**

June 18, 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 12:00 pm by Commissioner Webster.

**ROLL CALL**

Present were: Commissioners Webster, Tinker, Cunningham, Robinson, and Teal. Executive Director Sarah Martinez, Deputy Director, Annette Crawford, Director of Rental Assistance, Debbi Tesch, Legal Counsel, Heidi Greenwood and Administrative Assistant-Executive Zoe Hansen. Real Estate attorneys from Stole Rives, Kate Mathews and Harrison Owens. Commissioner Mayfield arrived after the roll call and Commissioner Turner 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 May timesheet, May Regular Meeting Minutes, May Check Registers through Public Plaza. Moved to approval by Commissioner Robinson, seconded by Commissioner Tinker. Voice vote, approved. May Check Register Section 8. Moved to approval by Commissioner Tinker, seconded by Commissioner Teal. Commissioner Webster, abstained. Voice vote, approved. May Check Register Outpost. Moved to approval by Commissioner Teal, seconded by Commissioner Cunningham. Commissioner Tinker, abstained. Voice vote, approved.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Martinez confirmed the dates of August 11<sup>th</sup> and 12<sup>th</sup> for the Commissioners Fundamental's Training in person in the board room at the Administration Building. Email reminders will be sent out before. NAHRO will start the meeting at 9 am - 5 pm the first day and 9 am – 1 pm the next day. Demolition started at 2603 S Francis Street at the former Admin Building.

**REPORTS FROM COMMISSIONERS**

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Commissioner Teal: No significant updates.

Commissioner Mayfield: No significant updates.

Commissioner Cunningham: No significant updates.

Commissioner Webster: No significant updates.

Commissioner Tinker: Left the meeting early, no significant updates.

Commissioner Robinson: The Sequim project went before the hearing examiner. The project consists of 45 homes, fourplexes, triplexes and duplexes on the corner of Sequim Avenue and Brownfield Road. It took a year and 7 months for the hearing examiner and paid a fee twice. The examiner took 10 days for a decision and approved the project on June 6, 2025. The next step is to apply for a building site permit. The engineer predicted it may take up to 3-6 months to begin developing the land.

**OLD BUSINESS**

**NEW BUSINESS**

**Resolution PHA-2025-15;** Approval of Section 8 Administrative Plan. Move to approve Commissioner Cunningham, seconded by Commissioner Teal. Voice vote, approved.

**Resolution PHA-2025-16;** Approval of AR Write-offs. Move to approve Commissioner Teal, seconded by Commissioner Cunningham. Voice vote, approved.

**EXECUTIVE SESSION**

The Executive Session was estimated to take thirty-five minutes; the session was called to order at 12:05 pm and adjourned at 1:11 pm. The board came back into the regular session to extend the time of the executive session. Commissioners discussed the purchase of real estate and Director Martinez’s annual review.

**Adjournment:** The meeting adjourned at 1:28 pm

**Next Regular Meeting:**  
Wednesday July 16, 2025, at 12:00 P.M.  
Jefferson County Library, Shold Room  
620 Cedar Avenue  
Port Hadlock, WA 98339

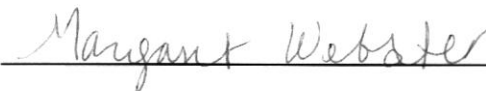
and virtually:

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