



## Peninsula Housing Authority

*Serving Clallam and Jefferson Counties*

### Board of Commissioners REGULAR BOARD MEETING MINUTES

August 20, 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: Commissioners Webster, Cunningham, Mayfield, Robinson, Teal, Tinker. Executive Director Sarah Martinez, Deputy Director, Annette Crawford, Director of Rental Assistance Debbi Tesch, Director of Acquisition & Development, Annie O'Rourke, Legal Counsel, Heidi Greenwood and Exec. Administrative Assistant Leayne Trubell.

Absent: Commissioner Turner.

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

None

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

Public present: no comments

#### **CONSENT AGENDA**

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

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

Good news – Director Martinez shared about a FSS recipient who has graduated from the Section 8 program. The PHA received two responses to the RFP for development and financial services and of the two agencies who responded, J.H. Brawner was the highest scoring. They have a long history of working with Housing Authorities throughout Washington. Their role will be Financial & Development consultation, currently in the process of getting them under contract. The Jefferson County Affordable Housing Task Force has been meeting to update the 5-year plan; working to meet the States objectives. Last meeting covered strategies to improve relationships between landlord and tenants in Jefferson County.

#### **REPORTS FROM COMMISSIONERS**

Commissioner Tinker: Nothing to report.

Commissioner Teal: Sam Shusterman says hello. County is doing a series of listening meetings; hot topic is housing.

Commissioner Mayfield: Thank you for the training at the beginning of the month. Has completed the Ethics training, and is working on OPMA and PRA training, to be completed by next meeting.

Commissioner Cunningham: On the Board of Health for Clallam County, they are updating hazardous waste disposal map.

Commissioner Robinson: Veteran build on Hazel St, getting ready to submit for permitting. Getting ready to post RFP for Lion's Landing.

Commissioner Webster: Nothing to report.

### **OLD BUSINESS**

None

### **EXECUTIVE SESSION**

The Executive Session was estimated to take ten to fifteen minutes; the session was called to order at 12:36 pm and adjourned at 12:51 pm. Commissioners discussed purchase price of real estate. *Motion made by Commissioner Mayfield to give Executive Director Martinez authorization to respond to seller. Second by Commissioner Tinker. Voice vote, approved.*

### **NEW BUSINESS**

Resolution PHA-2025-17; FY25 approval SEMAP certification. Move to approve Commissioner Mayfield, seconded by Commissioner Cunningham. Voice vote, approved.

Resolution PHA-2025-18; CHIP Eklund. Move to approve Commissioner Tinker, seconded by Commissioner Teal. Voice vote, approved.

Commissioners Tinker, Webster and Robinson have volunteered for ad hoc committee to interview applicant for Jefferson County vacant board position.

**Adjournment:** The meeting adjourned at 12:53 pm

### **Next Regular Meeting:**

Wednesday, September 17, 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  
Teal:



*Margaret Webster*

Board Chair