



## Peninsula Housing Authority

*Serving Clallam and Jefferson Counties*

### Board of Commissioners REGULAR BOARD MEETING MINUTES

October 15, 2025, at 12:00pm

The Public is invited to attend the Regular Meeting of the Board of Commissioners.

Meeting location:

Park Ave Conference Room

713 W Park Ave

Port Townsend, WA 98368

and/or via Zoom: link available on website- <https://peninsulapha.org/>

#### **CALL TO ORDER**

The meeting was called to order at 12:05 pm by Commissioner Webster.

#### **ROLL CALL**

Present: Commissioners Webster, Cunningham, Mayfield, Robinson, Teal, Tinker, Turner, and Ryan. Executive Director Sarah Martinez, Deputy Director, Annette Crawford, Director of Rental Assistance Debbi Tesch, Director of Acquisition & Development, Annie O'Rourke, and Exec. Administrative Assistant Layne Trubell.

#### **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 September timesheet, September Regular Meeting Minutes, September Check Registers through Public Plaza. Moved to approval by Commissioner Ryan, seconded by Commissioner Teal. Voice vote, approved. September Check Register Section 8. Moved to approval by Commissioner Tinker, seconded by Commissioner Ryan. Commissioner Webster, abstained. Voice vote, approved. September Check Register Outpost. Moved to approval by Commissioner Teal seconded by Commissioner Cunningham. Commissioner Tinker, abstained. Voice vote, approved.

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

Received score back from HUD on our SEMAP certification, once again we are a high performer. We will continue to operate as status quo during the federal government shutdown, we have HCV funding through November. Self-help program has been severely impacted, currently USDA is completely shut down. A communication has gone out to all Mutual Self-Help participants about the pause. Finance department has begun a transition to a new payroll system which will help to automate the process as well as provide employees direct access to their payroll information. Attended the Housing Washington Conference with Annette Crawford and Debbi Tesch.

#### **REPORTS FROM COMMISSIONERS**

Commissioner Cunningham: Nothing to report

Commissioner Mayfield: Attended EDC meeting in Carlsborg – panel discussion on housing market in Clallam Co.

Commissioner Teal: City of Port Townsend Mayor queried about the Housing Authority to do more in Port Townsend.

Commissioner Tinker: Converting sleeping bays into transitional housing Received a \$50,000 donation towards the sleeping bay conversion. Goal will be to move shelter to Port Angeles; Executive Director will also be housed in Port Angeles.

Commissioner Robinson: Attended Housing Washington; also attended the Sarges' fundraiser; Habitat had their breakfast on October 6<sup>th</sup> celebrating World Habitat Day.

Commissioner Ryan: Nothing to report

Commissioner Webster: HUD has eliminated their Fair Housing group; controversy in Port Townsend about the City Manager's decision to sweep an encampment by Dept of Social Services.

Commissioner Turner: Nothing to report

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Amended Resolution #PHA-2025-20 HTF Eklund funding. Move to approve Commissioner Teal, seconded by Commissioner Tinker. Voice vote, approved.

Resolution #PHA-2025-21; Write offs. Move to approve Commissioner Ryan, seconded by Commissioner Teal. Voice vote, approved.

### **EXECUTIVE SESSION**

None

**Adjournment:** The meeting adjourned at 1:14 pm

### **Next Regular Meeting:**

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

Peninsula Housing Authority Board Room

727 E 8<sup>th</sup> Street

Port Angeles, WA 98362

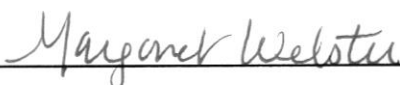
and virtually:

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

<https://peninsulapha.org/>

Secretary  
Seal:



  
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Board Chair