



## Peninsula Housing Authority

*Serving Clallam and Jefferson Counties*

### Board of Commissioners REGULAR BOARD MEETING MINUTES

December 17, 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 12:02 pm by Commissioner Webster.

#### **ROLL CALL**

Present: Commissioners Webster, Cunningham, Mayfield, Robinson, Tinker, Turner, and Ryan. Executive Director Sarah Martinez; Deputy Director, Annette Crawford; Legal Counsel, Heidi Greenwood; and Exec. Administrative Assistant Leayne Trubell. Absent: Commissioner Teal.

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

Commissioner Ryan asked for a discussion about a future planning meeting

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

No Public present

#### **CONSENT AGENDA**

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

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

Washington State 2026 short session will begin in January. Pre-filing of bills will begin Dec. 21, 2025. After a quick review there is nothing directly related to housing at this time. Annette and Sarah will be attending AHWA in February, at that time there will be a review of the bills that AHWA will be endorsing. Continuum of Care (CoC) NOFO was published and then was removed from the HUD website after HUD determined the NOFO needed to be updated. The Gales at Eklund funding request to the Federal Home Loan Bank was not funded. We have received a calendar invite (1/8/26) from Housing Trust Fund to discuss the results of our application.

Special Planning Meeting – PHA is required to submit both an annual plan and a 5-year plan to HUD. We are due to submit both 75 days prior to the start of the fiscal year. Both are due April 17, 2025. Goal is to bring Strategic plan into alignment with 5-year plan. Draft plan to be discussed at the January meeting. An additional special meeting can occur if necessary.

## **REPORTS FROM COMMISSIONERS**

Commissioner Cunningham: Jamestown will be building a 16 bed inpatient psychiatric facility-opening 3<sup>rd</sup> quarter 2026, will also be expanding dental clinic.

Commissioner Mayfield: Kitsap and Heritage Bank will be merging effective January 2026.

Commissioner Robinson: Reached out to Leland Consulting who did the housing needs assessment for Sequim, as Habitat for Humanity, with 45 units, was never contacted as part of the original report. Also shared with the new Community Development Dir. the ongoing inconsistencies and challenges from the staff.

Commissioner Ryan: No updates.

Commissioner Tinker: VA has slashed 35000 jobs which affects VASH. Olivia is stable here.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Resolution #PHA-2025-24; Update to Schedule of Charges (Schedule K) Move to approve Commissioner Turner, seconded by Commissioner Mayfield. Voice vote, approved.

## **EXECUTIVE SESSION**

None

**Adjournment:** The meeting adjourned at 12:45 pm

### **Next Regular Meeting:**

Wednesday, January 21, 2026, 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:



A handwritten signature in cursive script, appearing to read "Margaret Winters", written over a horizontal line.

Board Chair