



Peninsula Housing Authority

Serving Clallam and Jefferson Counties

Board of Commissioners REGULAR BOARD MEETING MINUTES

September 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 8th Street
Port Angeles, WA 98362

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

CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 12:06 pm by Commissioner Webster.

ROLL CALL

Present: Commissioners Webster, Cunningham, Robinson, Turner, Tinker. Executive Director Sarah Martinez, Director of Rental Assistance Debbi Tesch, Director of Acquisition & Development, Annie O'Rourke, Legal Counsel, Heidi Greenwood and Exec. Administrative Assistant Leayne Trubell.

Excused: Commissioner Mayfield; Commissioner Teal

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA:

Requested Resolution #PHA-2025-20 be added.

REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA:

Public present, no comments.

CONSENT AGENDA:

Executive Director Sarah Martinez August timesheet, August Regular Meeting Minutes, August Check Registers through Public Plaza. Moved to approval by Commissioner Turner; seconded by Commissioner Tinker. Voice vote, approved.

August Check Register Section 8. Moved to approval by Commissioner Robinson; seconded by Commissioner Tinker. Commissioner Webster abstained. Voice vote, approved.

August Check Register Outpost. Moved to approval by Commissioner Turner; seconded by Commissioner Robinson. Commissioner Tinker, abstained. Voice vote, approved.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Martinez is working with Jefferson County Public Works and Shelter Resources, the investor member, at Garden Court apartments, getting connected to the new Port Hadlock sewer. Estimated connection September 23rd. Once the connection has been made the aging septic system will be decommissioned.

REPORTS FROM COMMISSIONERS:

Commissioner Cunningham: None

Commissioner Robinson: October 6th is World Habitat Day. Habitat will be doing a breakfast at Sequim Community Church / Sequim – 8-9:30 am, \$10 ticket. The building permit for single family home has been submitted, located next to the Veterans fourplex on Farimount.

Commissioner Tinker: Hosting a gala on October 11th, 5-8pm at 7 Cedars Casino.

Commissioner Webster: None

Commissioner Turner: Boys and Girls Club now has a third unit at Roosevelt Elementary, approximately 50-60 participants.

OLD BUSINESS:

Executive Director Sarah Martinez, Commissioner Tinker, and Commissioner Webster met with Jefferson County applicant Mary Jean Ryan. Motion by Commissioner Webster to approve Mary Jean Ryan to fill Peninsula Housing Authority open Jefferson County Commissioner position; seconded by Commissioner Tinker. Voice vote, approved.

NEW BUSINESS:

Resolution #PHA-2025-19; Approval of Section 8 Payment Standards. Move to approve Commissioner Cunningham, seconded by Commissioner Tinker. Voice vote, approved.

Resolution #PHA-2025-20; Application for Housing Trust Fund Eklund at Gales. Move to approve Commissioner Turner, seconded by Commissioner Tinker. Voice vote, approved

EXECUTIVE SESSION:

None

Adjournment: The meeting adjourned at 12:49 pm

Next Regular Meeting:

Wednesday, October 15, 2025, at 12:00 P.M.

Park Avenue Conference Room

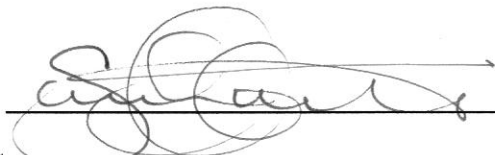
713 W Park Ave

Port Townsend, WA 98362

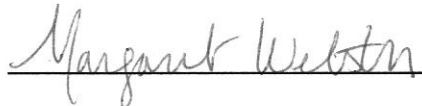
and virtually:

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

<https://peninsulapha.org/>



Secretary
Seal:



Board Chair