



***The Housing Authority of Thurston County  
Regular Board Meeting Minutes  
March 23, 2023***

The Regular Board meeting of the Housing Authority of Thurston County Board of Commissioners held on Thursday, March 23, 2023 at 12:00 pm. This meeting was held in-person in the conference room at the HATC office building and on Microsoft Teams. There being a quorum, the meeting was called to order by Chair, Jay Goldstein.

**Roll Call:**

Commissioners: Jay Goldstein, Aaron Quituaga, Holly Franco, Joelene Gioulis, Vag Mayi

Commissioners Excused: Lisa Vatske

Staff: HATC Staff

Public: Public acknowledged, but had no questions or comments when asked for public comment

**Action: Approval of 2-23-2023 Minutes:** Commissioner Vag Mayi moved to approve the minutes from the February 23, 2023 Regular Board Meeting. Commissioner Holly Franco seconded. Motion Carried.

**Action: Approval of Vouchers:** Commissioner Joelene Gioulis moved to approve the vouchers dated February 2, 2023 – March 2, 2023. Commissioner Vag Mayi seconded. Motion Carried.

**Action: Approval of Executive Director Employment Agreement:** Commissioner Joelene Gioulis moved to approve the Executive Director Employment Agreement. Aaron Quituaga seconded. Motion Carried.

**Action: Approval of Executive Director Authorizing Employment Agreements:** This action will give authority for the Executive Director, Craig Chance, to approve the employment agreements for Tom Rawson, Karen McVea, and Tammie Smith. Commissioner Holly Franco moved to approve. Commissioner Vag Mayi seconded the motion. Jay Goldstein informed that he spoke with lead staff individually regarding the employment agreements and they were all okay with the terms in the agreements. Motion Carried.

**Action: Approval of Resolution #2023-03-2023-001:** Karen McVea spoke about the resolution. This resolution would modify Resolution #2023-01-26-01 to enter into an agreement with LIHI to do 48-Project Based Units instead of 38 as originally stated. Commissioner Joelene Gioulis moved to approve the resolution. Commissioner Vag May seconded. Motion carried.

**Agenda Item Discussion:** Karen McVea gave an update on Rental Assistance.

- We have sent out 100 eligibility packets last month and 50 packets this week to households on our waitlist. We're hoping to get vouchers issued for those applicants by mid-late April.
- We are working with Family Support Center. They are referring approximately 10 families to our program for Rapid Rehousing. We are hoping a lot of these referrals will qualify to be able to lease in place.

Discussion followed.

**Agenda Item Discussion:** Tammie Smith gave an update on the Housing Stability Division.

- For the last FY the HATS program served 48 households, 51 individuals.
- The Family Self Sufficiency (FSS) program served 109 participants, including 9 graduates and 21 new participants
  - \$127,080 was the total payout for the FSS graduates.
  - We have one FSS participant that has a balance of \$465,927. This is the highest balance we have seen for this program.
  - Last year, three of the FSS graduates came off the program completely.

Discussion followed.

**Agenda Item Discussion:** Daniel Arevalo gave an update on Financials.

- Daniel spoke about the Audit Exit Conference. The meeting will be on Monday, March 27 at 10:00 am. There are no significant findings.
- REAC is a HUD portal that we upload financial information. The information submitted gets audited by HUD.
  - A preliminary submission is done 60-days after the fiscal year end (FYE). Then it is submitted once again after the completion of the audit.

Discussion followed.

**Agenda Item Discussion:** Tom Rawson gave an update on Development.

- Tom gave an update on the Olympia Crest III project. A few pictures of the project were presented. The roof is on and the windows are currently being installed and the plumbing and electrical are being worked on.
  - There is a challenge regarding the electrical component outside. The electrician informed us a few months ago that the lead time is 45-50 weeks. There may be another option called sub-metering that we are looking into. We hope to have a decision within the next few weeks.
- Tom spoke about the Tumwater Inn project. We were informed that we were successful in our award. There's a lot of work that needs to be done to bring it up to code. We're hoping to close the end of April and begin renovating the following month. There are 24-units that will be designated for seniors. It is currently be rented as a motel. We have committed that 5-6 units will be designated for homeless or at risk of homeless seniors.
  - We will be installing lifts to gain access to the second floor for people with mobility issues.

- Sequoia Landing II project we are looking into putting manufactured homes on that property.
- Discussion followed.

**Agenda Item Discussion:** Craig Chance gave an update on Administration.

- Our labor lawyer is currently working on updating our Personnel Manual. When it is completed it will be presented to the board.
  - Craig is currently at the NAHRO conference and shared some information about the conference.
- Discussion followed.

**Agenda Item Discussion:** Other Business

- No other items were brought up for discussion

**Meeting Adjourned**

**Approved:**

  
Housing Authority of Thurston County Commissioner

4-13-23  
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Date