



***The Housing Authority of Thurston County  
Regular Board Meeting Minutes  
June 22, 2023***

The Regular Board meeting of the Housing Authority of Thurston County Board of Commissioners held on Thursday, June 22, 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 Present: Jay Goldstein, Joelene Gioulis, Jim Cooper, Aaron Quituaga, Lisa Vatske, Holly Franco

**Open Microphone:** No public comments

**Action: Approval of 5-25-2023 Regular Meeting Minutes:** Commissioner Jim Cooper moved to approve the minutes from the May 25, 2023 Regular Board Meeting. Commissioner Aaron Quituaga seconded. Motion Carried.

**Action: Approval of Vouchers:** Daniel Arevalo provided an overview of notable expenditures, including a substantial payment made to the City of Olympia for water hookups pertaining to the Olympia Crest III project. Commissioner Jim Cooper moved to approve the vouchers dated May 2, 2023 – June 1, 2023. Commissioner Lisa Vatske seconded. Motion Carried.

**Agenda Item Discussion:** Tom Rawson and Daniel Arevalo spoke about the Budget FY 2024

- Daniel Arevalo delivered an overview of the Budget FY 2024, which involved collaborative efforts with Tom and Craig in conducting individual meetings with all commissioners over the past two weeks for budget presentation and discussions. Subsequently, certain adjustments were made as a result of these productive deliberations.
  - Concerning the Admin Revenue for the Housing Choice Voucher (HCV) program, the allocated budget of 89.5% proved to be lower than initially anticipated.
  - An additional allocation of \$10,000 was added to the "miscellaneous" category to facilitate a salary survey for HATC, marking the first time such a survey has been undertaken in nearly two decades.
    - Commissioner Goldstein had questions regarding what the salary survey entails to which Tom Rawson and Daniel Arevalo responded.
  - As part of the budget adjustments, a 4% Cost of Living Adjustment for HATC staff was also incorporated.

Commissioner Goldstein raised questions concerning the surplus line item delineated in the budget. These questions were subsequently addressed by Craig Chance, Tom Rawson, and Daniel Arevalo. The variability in the surplus figure can be attributed, in part, to our conservative budgeting practices, along with additional funding received in the creation of new programs, notably the Emergency Housing Voucher funding, which was not initially accounted for in the budgetary allocations.

Commissioner Cooper requested the inclusion of the reserves in future budget presentations and recommended the submission of draft budgets at least one month in advance to allow for review. He also a preliminary draft budget for review six-months before presentation to the Board. Additionally, he emphasized the significance of conducting a comprehensive salary survey and highlighted the potential benefits it could return.

Discussion followed.

**Action: Approval of Budget FY 2024:** Commissioner Joeline Gioulis moved to approve the Budget for Fiscal Year 2024. Commissioner Jim Cooper seconded. Motion Carried.

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

- Karen addressed the waiting list dynamics and the allocation of vouchers during her presentation. In March, we successfully selected 150 applicants from the waiting list. Of this group, 77 individuals were issued vouchers, and 39 of them have already secured leases. Presently, 56 applicants are actively searching for suitable accommodations, while 62 did not respond to our notification.
- Regarding our upcoming meeting with HUD scheduled for next week, we anticipate a discussion on a two-year plan. Karen's assessment is that HUD might advise us to halt regular voucher leasing at that time. However, it is important to note that we will still have the opportunity to engage in project-based leasing and sometimes special-purpose vouchers like the VASH (Veterans) program.
- We have successfully committed 408 units under the Project-Based Voucher (PBV) program through the new Affordable Housing Allocation Plan (AHAP) in collaboration with LIHI (Low-Income Housing Institute). HUD guidelines allows us to implement PBV for up to 20% of our allocated vouchers, which is totaling 421 units for our agency. However, with board approval, we could potentially extend this allocation by an additional 10% to cater to special-purpose cases, such as individuals experiencing homelessness or those at risk of homelessness. During her presentation, Karen spoke about critical considerations related to project-based vouchers, particularly addressing concerns regarding concentrated poverty. Among our current 408 PBV units, a significant portion is dedicated to single, homeless individuals, while 88 units have been allocated for families with children. The remaining units are earmarked for single, homeless populations. If the board decides to approve the additional 10% for special-purpose vouchers, it would be prudent to deliberate on setting specific priorities for their allocation. This matter warrants substantial discussion and consideration with the board. To facilitate the decision-making process, Karen inquired about the type of information the board would like to receive or the steps they would prefer we take in making this determination.
  - Commissioner Vatske has expressed an interest in understanding the project pipeline, specifically seeking insights into how Project-Based Vouchers (PBV) align with the City and County projects and their respective priorities concerning different populations. During the discussion, Karen McVea and Craig Chance addressed these inquiries and offered to look into the matter further to provide answers.
  - Commissioner Vatske's vision centers on the proactive pursuit of a greater level of integration between the Housing Authority of Thurston County (HATC) and other pertinent agencies. She emphasizes the need to expand community outreach initiatives, aiming to facilitate enhanced collaboration and communication with the broader community. This proactive approach is designed to achieve more effective coordination and, ultimately, better outcomes for the diverse populations served by these initiatives.
  - Commissioner Cooper emphasized the importance of marketing and communications efforts within our agency. In particular, he highlighted the critical need to address the most vulnerable population – the single, homeless individuals – who are at a heightened risk of perishing on the streets. To gain deeper insights into this pressing issue, Commissioner Cooper proposed engaging with representatives from other agencies to gather additional perspectives and recommendations. Furthermore, he referred to the



recent housing conversation with TRPC (Thurston Regional Planning Council) and suggested that HATC initiate discussions with them to explore potential allocations and collaborative opportunities. He emphasized the necessity of developing a legislative strategy tailored to the unique challenges and opportunities faced by Housing Authorities.

- Commissioner Gioulis advocates for a proactive approach rather than a reactive one in addressing homelessness. She urges the board to consider measures that focus not only on serving those currently experiencing homelessness but also on preventing individuals from becoming homeless in the first place.
- HATC staff will draft a project timeline and present a board work session.

Discussion followed.

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

- Tom provided an update on the progress of the Olympia Crest III project. The first building has been successfully painted, and overall the project is advancing as planned. On July 10, the power installation is scheduled to take place, while the sub-metering installation is projected to be completed within the next couple of months. If all goes as expected, occupancy is anticipated to start in January.
- Regarding The Tumwater Inn Project, The Department of Commerce has committed funding for the closing costs, which is set to take place on the 17<sup>th</sup> of July. We have started working with a consultant to facilitate the relocation process. Remediation efforts will start immediately, given that all of the units tested positive for methamphetamine contamination. Furthermore, we have secured funding support from the City of Tumwater to aid in covering the relocation expenses.
- We have been doing significant renovation and improvement activities on our current properties. Creekwood underwent updates with the installation of new siding, while Falls Pointe had a new parking lot done.

Discussion followed.

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

- Craig spoke of the recent all-staff meeting, which took place at a local park. During this meeting, he took the opportunity to commend the exceptional efforts of the entire HATC staff. In acknowledging the staff, Craig proposed the idea of granting July 3rd as a holiday with board approval. No objections were raised.
- In the course of evaluating the practices of five other Housing Authorities across Washington, Craig identified that each of them had several vacancies within their organizations.

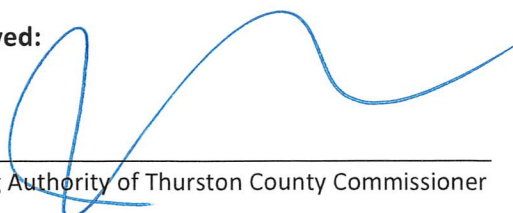
Discussion followed.

**Agenda Item Discussion:** Other Business

- Tammie Smith provided an update during the meeting regarding a significant milestone achieved by one of our Family Self Sufficiency (FSS) participants. This individual has successfully completed the program and has accumulated the largest escrow amount ever recorded in the history of HATC. This FSS participant will be officially recognized and presented during the upcoming July board meeting.

**Meeting Adjourned**

Approved:



Housing Authority of Thurston County Commissioner

7.27.23  
Date