



Housing Authority of Thurston County  
Mailing: PO Box 1638 • Olympia, WA 98507  
Physical: 1206 12th Avenue SE • Olympia, WA 98501  
Tel: (360) 753-8292 • Fax: (360) 251-0500  
[www.hatc.org](http://www.hatc.org)

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***The Housing Authority of Thurston County  
Regular Board Meeting Minutes  
September 28, 2023***

The Regular Board meeting of the Housing Authority of Thurston County Board of Commissioners held on Thursday, September 28, 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, Aaron Quituaga, Jim Cooper, Joeline Gioulis  
Commissioners Absent: Lisa Vatske

**Open Microphone:** There were public who were present in-person and online, but had no comment when asked for public comment.

**Public Presentation:** Elliott Vos and Troy Thomas gave a presentation for Post Investment Group. The presentation slides were provided to the commissioners prior to the meeting. Commissioner Goldstein, Commissioner Cooper, and Commissioner Quituaga had questions. The presenters addressed the questions.

**Action: Approval of 7-27-2023 Regular Meeting Minutes:** Commissioner Joeline Gioulis moved to approve the minutes from the July 27, 2023 Regular Board Meeting. Commissioner Aaron Quituaga seconded. Motion Carried.

**Action: Approval of Vouchers:** Tom Rawson addressed the voucher packet, which had been distributed to the board for their prior review. The overall sum indicated in this voucher packet is notably elevated, as it accounts for a two-month span of expenses, necessitated by the absence of a board meeting in August. Additionally, the packet includes several substantial expenses, primarily related to development initiatives. These encompass expenditures for essential projects, such as the renovation of parking lots and roofing at Falls Point Apartments, along with the restoration of two units at Horizons West due to meth contamination. Commissioner Jim Cooper moved to approve the vouchers dated July 2, 2023 – September 1, 2023. Commissioner Joeline Gioulis seconded. Motion Carried.

**Action: Participant Commissioner Vote:** Craig Chance formally presented Khamla Martin as a nominee for the currently vacant participant commissioner position. Khamla's candidacy was recommended by the Housing Authority staff. The board had been furnished with Khamla's resume ahead of the meeting to facilitate an informed decision. Subsequently, Khamla Martin took the floor to introduce herself and deliver a statement.

Following these proceedings, Commissioner Jim Cooper initiated a motion to appoint Khamla Martin as a board commissioner, which was seconded by Commissioner Joeline Gioulis. The motion was put to a vote and carried.

**Agenda Item Discussion:** Craig Chance provided an update on Rental Assistance in the absence of Karen McVea.

- Craig presented the implications of the HOTMA (Housing Opportunities Through Modernization Act), which introduces new guidelines from HUD (Housing & Urban Development). The rental assistance team has been engaged in several trainings to ensure full compliance with these forthcoming changes.
- New FMR (Fair Market Rents) have been issued by HUD reflecting an increase in rates for our area.
- All of the awarded Emergency Housing Voucher's (EHV) have now been fully utilized. These vouchers were part of the American Rescue Plan Act of 2021 to assist individuals and families who are experiencing homelessness, at risk of homelessness, fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- The groundbreaking for the Unity Commons II project, a project under the Project-Based Voucher (PBV) program, is scheduled for October 10, 2023, at 11:00 am. LIHI (Low-Income Housing Institute) has graciously extended an invitation to the Housing Authority of Thurston County to participate and offer commentary during the ceremony.
- HUD guidelines restrict the number of project-based units a Housing Authority can allocate. However, we have sought and received approval from HUD to expand this allocation up to 30%. The decision on whether to proceed with this increased capacity will need to be decided by the commissioners. In response to Commissioner Cooper's query regarding the percentage equivalent for PBV, it was clarified that we could potentially allocate an additional 200 vouchers if the cap is granted.
- The opening of the waitlist has been postponed, pending the implementation of new application software by our software company. While we aim to open the waitlist in October, we strongly advise individuals to monitor our website for the official announcement.
- The Family Support Center (FSC) property referred to as "The Landing," is nearing completion and will consist of 64 units. A question raised by the public, specifically Georgia Wolfe, sought clarification regarding the eligibility criteria for residency at this property.

Discussion followed.

**Agenda Item Discussion:** Tom Rawson presented the financial statements. He went through some of the line items and spoke about what was included in each item and reasoning for any variances.

- Commissioner Goldstein and Commissioner Cooper had questions regarding the metering for the Olympia Crest III project. Tom and Craig addressed the questions.
- Commissioner Goldstein had questions regarding administrative revenue vs program revenue. Tom address the questions.

Discussion followed.

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

- Tom provided an update on the Olympia Crest III project, detailing the current status. Temporary power has been established to manage the HVAC units, a measure taken to safeguard the interior of the building. The project is currently awaiting the arrival of meter heads, with an anticipated timeline of approximately one week for their delivery. The team is striving towards achieving a Certificate of Occupancy by mid-November.

Tom noted that Olympia Crest I have 140 units and Olympia Crest II consists of 24 units, Olympia Crest III features 28 units. These newly constructed units, although devoid of patios, are equipped with air conditioning systems.

- Sterling Pines (formerly known as Tumwater Inn), our efforts are concentrated on facilitating the relocation of the current residents. Both the Housing Stability Department (HSD) and Rental Assistance departments have been actively engaged in providing support for this relocation initiative.

The City of Tumwater will be afforded a couple of months to review the plans and initiate the permitting process. With these logistics in mind, we are optimistic about commencing the renovation phase in the first quarter of 2024.

- The Creekwood property is currently have residing done on two of the buildings.
- Regarding the Sequoia North project, substantial developments have transpired beyond the mere application process for funding. As reported by Craig, we have received a formal communication from the County's HOME fund confirming our successful funding, albeit with a reduction of \$300,000. In addition to this, we are currently in the process of submitting an application for \$2.8 million from the Housing Trust Fund. The anticipated timeline for the outcome of this application is expected to be in the vicinity of December. Discussion followed.

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

- In response to Commissioner Cooper's inquiry regarding salary surveys and job descriptions, Craig provided an overview of our research efforts, wherein we conducted an examination of comparable practices within various Housing Authorities.
- On October 1, we will be welcoming a new part-time employee to our Development team. This individual is slated to work three days a week.
- Our Housing Stability Department (HSD) funding application has achieved a noteworthy milestone by securing a position within the top 20% during the evaluation process.
- Notably, the Thurston County Commissioner count is set to increase from three to five members. In light of this transition, we extended invitations to the commissioner candidates, and four out of the five have accepted our offer to familiarize themselves with our operations.
- A matter of concern is the potential government shutdown and its implications for our programs. Our Housing Choice Voucher (HCV) program, for instance, is funded on a calendar-year basis. Fortunately, we have already received funding and anticipate smooth operations through December. It's important to note that the government is not expected to reimburse any potential disruptions in services during such an event.

**Meeting Adjourned**

**Approved:**

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Housing Authority of Thurston County Commissioner

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Date

10.26.23