



Housing Authority of Thurston County  
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***The Housing Authority of Thurston County  
Regular Board Meeting Minutes  
January 25, 2024***

The Regular Board meeting of the Housing Authority of Thurston County Board of Commissioners held on Thursday, January 25, 2024 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: Aaron Quitugua (on-line), Jay Goldstein (on-line), Lisa Vatske (on-line), Jolene Gioulis (on-online). Khamla Martin (in-person), Jim Cooper (in-person).

Commissioners Excused:

**Open Microphone:** No members of the public present and no comments given.

**Action: Approval of 12-14-2023 Regular Meeting Minutes:** Commissioner Jim Cooper moved to approve the minutes from the December 14, 2023 Regular Board Meeting. Commissioner Khamla Martin seconded. Motion Carried.

**Action: Approval of Vouchers:** Jay presented approval of the vouchers. Commissioner Jim Cooper moved to approve the vouchers dated December 2, 2023 – January 1, 2024. Commissioner Khamla Martin seconded. Motion Carried.

**Action: Approval of Payroll:** This was not listed on the agenda. Daniel Arevalo presented October 2023 Payroll as it was not in the December final number but has already been paid. Commissioner Jim Cooper moved to approve. Commissioner Khamla Martin seconded. Motion Carried.

**Agenda Item Discussion:** Craig Chance provided an update on Development.

- Olympia Crest III open house on Tuesday January 30, 2024 11am – 2pm.
- Sterling Pines is close to finishing relocation for the tenants.
- Sequoia North – land purchase just north of Sequoia Washington Housing Trust Fund awarded 2.8 million for a new project to house 38 household. Craig and Tom will be meeting with architect next week. Latter part of 2025 of project completion.

**Agenda Item Discussion:** Craig Chance gave an update on Administration. Reminders for Feb 2024 meeting.

- Lead staff suggested month of June for Board Retreat and possible facilitator. Doodle Poll was suggested.
- Board chair/vice chair nominees & elections in Feb 2024
- Discussion on board meeting days to be changed March 2024 – Feb 2025.



**Agenda Item Discussion:** Karen McVea provided an update on the Rental Assistance Department.

- Draft Annual plan and 5 yr. plan up on the website for review. Items like grievance, how we determine eligibility and income have 2 versions. Two versions of the 5yr plan will be presented as 2024 due to rule changes happening later in 2024. Resident Advisory Board meeting 2/2/2024. Karen recommends going to website to review and let Karen know if you have input.
- Family Support Center, The Landing project has about 30 of the units occupied.

Discussion followed

**Agenda Item Discussion:** Daniel Arevalo provided a financial update.

- Spoke about 2<sup>nd</sup> quarter and future project expenditures. Revenues were in a deficit in December, HUD provided additional monies that will show large increase in cash. Next quarter will show addition of two staff.
- Commissioners requested last year to start budget earlier this year, Daniel will try to do this but property data must be received first for more accurate budget forecasting. If commissioners would like any other changes to reach out to him. HUD's budget is not always sent to us by the time the budget needs to be completed but we can estimate based on past years.
- Audit- goal to be finished by next week. Entrance summary was sent out to all commissioners. Exit is expected to be late February or early March. If all commissioners are interested in attending then a special meeting must be held. Contact Daniel if interested in attending.

**Other business:**

- Daniel requests board meetings be as late as possible in the month as data from the properties is not received until later in the month.
- Commissioner Jim Cooper suggested that we look into resources around communication and marketing. He would like to have an initial budget meeting without numbers and discuss ideas and priorities for the agency. He would also like to see a finance 'ad hoc' committee started with two commissioners. Commissioner Jim Cooper and Commissioner Jay Goldstein volunteered for this committee. Jay stated that anyone else interested could be a part of it. This committee can begin next year if it is too late to start this year.
- Commissioner Jim Cooper would like to see the terms listed under each of the board members in the bio on the website. A more robust Annual Report is requested and Craig discussed the time frame of February every year is when the report is created.

**Meeting Adjourned**

**Minutes Approved:**

  
\_\_\_\_\_  
Housing Authority of Thurston County Commissioner

  
\_\_\_\_\_  
Date

