



Housing Authority of Thurston County  
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***The Housing Authority of Thurston County  
Annual Board Meeting Minutes  
February 22, 2024***

The Annual Board meeting of the Housing Authority of Thurston County Board of Commissioners held on Thursday, February 22, 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: Jay Goldstein, Aaron Quitugua, Lisa Vatske, Jolene Gioulis, Khamla Martin, Jim Cooper.

**Open Microphone:** No public commented during the open public comment period.

**Action: Approval of 1-25-2024 Regular Meeting Minutes:** Commissioner Joeline Gioulis moved to approve the minutes from the January 25, 2024 Regular Board Meeting. Commissioner Jim Cooper seconded. Motion Carried.

**Action: Approval of Vouchers:** Daniel Arevalo gave an overview of these expenditures and what the register entails. Commissioner Joeline Gioulis moved to approve the vouchers dated January 2, 2024 – February 1, 2024. Commissioner Jim Cooper seconded. Motion Carried.

**Action: Approval of Resolution #2024-02-22-001:** Tom Rawson and Craig Chance informed about this resolution. The city requires a bond for maintain storm water system and landscaping as designed. These bonds are being facilitated by our insurance HARRP. The cost will be approximately \$10,000. The resolution will authorize Executive Director, Craig Chance, or Director of Development and Administration, Tom Rawson, to sign documents regarding Olympia Crest Phase III Surety Bonds. Discussion followed. Commissioner Jim Cooper moved to approve. Commissioner Joeline Gioulis seconded. Motion Carried.

**Action: Board Officer Elections:** Nominations put forward for Jay Goldstein as Board Chair and Joeline Gioulis as Vice-Chair. Nominations approved by majority vote to elect Jay Goldstein as Board Chair and Joeline Gioulis as Vice-Chair.

**Action: Approval of board meeting dates:** After discussion, the board agreed and approved to commence with regular board meetings on the 2<sup>nd</sup> Thursday of every month at 12:00 pm starting April 2024 - February 2025. A regular meeting will not be scheduled for the month of August or December 2024. The March 2024 meeting will remain on the 4<sup>th</sup> Thursday of the month, March 28, 2024, due to the timeline of the 5-Year Annual Plan submission.

There will be a Board Retreat held on May 9<sup>th</sup> from starting after the regular board meeting and continuing through 5:00 pm. We will start drafting an agenda for the meeting next month to try and facilitate topics.

**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. This plan is submitted to HUD and contains agency goals and objectives and any major changes. Karen gave a brief overview of the draft plan.
- Contains verbiage about implementing to HOTMA
- The Annual Plan looks at the 5-year plan every year and the goals and objectives
- Public comments are due by April 5<sup>th</sup>
- Will present final product at the April 11<sup>th</sup> regular meeting

Discussion followed

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

- The audit is wrapping up and the Exit Conference will happen on March 14<sup>th</sup> at 10:00 am
  - 2 minor "house-keeping" items;
    - Verbal exit recommendation on financial process
    - HCV exit recommendation of the rent reasoners for files
  - Commissioner Jay and Aaron would like to attend the exit conference

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

- Olympia Crest III had an open house on Tuesday January 30, 2024. We should be fully leased up by the end of March. Rents for these units are approximately 70% AMI.
- Sterling Pines
  - Working on specs for RFP. Waiting for City comments before going out to bid. The City officials are enthusiastic about this project. Hoping to go out for bid in March.
  - There is 1 individual remaining that we are working with for relocation
- Sequoia North – Received our award letter from the Department of Commerce and have engaged with an architect for preliminary designs. Hoping for 36 units designated for ages 62+ Discussion followed.

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

- Tumwater City Council Member Jefferson came by our office for a visit and to share some of her concerns primarily regarding housing need for elderly
- Open House for Olympia Crest III. There were two; one for the public and one for officials and local agencies. Several came to the open house such as North Thurston School District Superintendent, City officials/managers, County Commissioner Mejia also made an appearance.
- AWAHA (Association of Washington Housing Authorities) quarterly meeting was held at our office last week
- The HATC Annual Report for 2023 is available and Craig briefly went through the report. We will work on presenting a bigger, more detailed report in future reports.
  - Commissioner Cooper requested we present the annual report at the Commissioners work session and go to the public comment and do a YE presentation
- Employee Milestone Recognition;
  - Daniel Arevalo 5-years
  - Tammie Smith 15-years
  - Melanie Watson 25-years

**Other business:**

- Craig spoke about a complaint HATC received about an employee. When a complaint of this nature is received, a lead staff member gets involved, which was Tammie Smith and Craig Chance. We also enlisted legal services regarding the situation. The individual also submitted complaints against Craig Chance and filed a complaint to the local HUD office.
  - Commissioner Goldstein spoke about the situation. He has reviewed the documentation associated with the situation and spoke with the agency attorney. They believe this

situation will be resolved. There is currently no litigation, but if anything changes, the board will be informed.

**Meeting Adjourned**

**Minutes Approved:**

  
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Housing Authority of Thurston County Commissioner

  
\_\_\_\_\_  
Date