



***The Housing Authority of Thurston County
Regular Board Meeting Minutes
October 10, 2024***

The Regular Board meeting of the Housing Authority of Thurston County Board of Commissioners held on Thursday, October 10, 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, Jim Cooper, Joelene Gioulis, Brittany Ferguson, Aaron Quitugua, Lisa Vatske

Public: No public responded when asked for comment

Action: Approval Regular Meeting Minutes

- Commissioner Cooper moved to approve the minutes from the September 12, 2024 regular meeting. Commissioner Ferguson seconded. Motion carried.

Action: Approval of Vouchers

- Daniel Arevalo provided a summary of the vouchers, noting a refund made to HUD for the Mod-Rehab program, which is no longer administered. The program is no longer administered and we returned those funds. Commissioner Cooper moved to approve the vouchers for the period of 8/2/2024 – 10/1/2024. Commissioner Quitugua seconded. Motion carried.

Action: Agenda Modification

Agenda modification to include an action item to approve a resolution. Commissioner Cooper moved to approve the modified agenda. Commissioner Vatske seconded. Motion carried.

Action: Approval of Resolution #2024-10-10-001

Tom Rawson presented Resolution #2024-10-10-001, detailing the need to contract a remediation company due to asbestos contamination at the Sterling Pines project. The resolution authorizes Executive Director, Craig Chance or Director of Development and Administration, Tom Rawson to sign the remediation contract and any required change orders, with a budget not to exceed \$375,000. Commissioner Cooper moved to approve Resolution #2024-10-10-001. Commissioner Vatske seconded. Motion carried.

Agenda Item Discussion: Finance

- Daniel Arevalo reminded the board about the upcoming audit by the State Auditor’s Office (SAO), which will include an entrance conference with the board.
- Tom Rawson provided an overview of the financial statements through August 31, 2024, noting adjustments due to the timing of the board meetings. Discussion followed.

Agenda Item Discussion: Development

Tom Rawson spoke about development projects. Discussion followed.

- **Sterling Pines:** Tom Rawson updated the board on the asbestos remediation progress, expected to be completed within two months. Commissioner Cooper inquired about unit metering, and Tom confirmed that each unit has separate power meters.
- **Sequoia North:**
 - As previously discussed, the Habitat Conservation Plan continues, including efforts to address pocket gopher activity on the property. Commissioner Goldstein inquired about a replacement site for the project; Tom shared that it is still in progress and undergoing evaluations.
 - Craig informed that the City of Lacey City Council will hold a Public Meeting on the 22nd of the month regarding the project.

Commissioner Cooper suggested the idea of hiring a consultant to evaluate all HATC properties in an effort to determine if there is any potential space for adding additional units.

Agenda Item Discussion: Rental Assistance

Karen McVea spoke about rental assistance division and discussion followed.

- Annual Plan - Karen announced the start of the annual planning process, with a draft timeline to be presented at the next board meeting.
- Shortfall status – The Rental Assistance Division is implementing cost-saving measures due to funding limitations from the “shortfall” status, including the prevention of pulling new applicants from the waitlist. An additional funding request has been submitted.
- Lotus Court Project – An open house was held on October 9, with some residents already moving in.
- Software conversion - Ongoing efforts are being made to implement new digital tools, including applicant and tenant portals, anticipated to be operational within the next year.

Agenda Item Discussion: Housing Stability

Tammie Smith spoke gave an update with the Housing Stability Division.

- Tammie Smith provided an update on the Housing Stability Division, sharing that they scored highly on the Housing and Transitional Services Grant application, with points awarded for equitable outreach efforts. Work on the Family Self-Sufficiency (FSS) grant application is also underway.

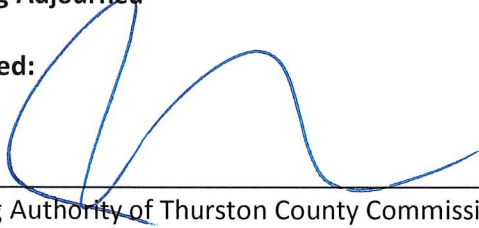
Agenda Item Discussion: Administration

- Craig Chance acknowledged the staff’s commitment and positive attitude during the software conversion process.

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- Craig reported on several recent engagements he attended, including a meeting with Catholic Community Services, a Team meeting with the Thurston County Emergency Preparedness Committee.
- Craig conducted multiple tours of HATC properties, with participation from five commissioners and Vanessa Dolby from the City of Lacey across the various sessions.
- Craig also attended the open house for Lotus Court, where HATC was recognized by County Commissioner Carolina Mejia and the Low-Income Housing Institute (LIHI) Director, Sharon Lee.
- Staff from the Aging and Long-Term Support Administration (AL TSA) department of Social and Health Services (DSHS) met with Craig and Tom recently to discuss the Sterling Pines and Sequoia North projects.
- Craig reminded that the next regular board meeting is November 14.

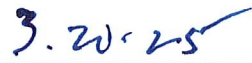
Meeting Adjourned

Approved:



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Housing Authority of Thurston County Commissioner



A handwritten date in blue ink, '3.20.25', positioned above a horizontal line.

Date