

Housing Authority of Thurston County
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***The Housing Authority of Thurston County
Annual Board Meeting Minutes
April 10, 2025***

The Annual Board meeting of the Housing Authority of Thurston County Board of Commissioners held on Thursday, April 10, 2025 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, Brittany Ferguson, Jim Cooper, Joeline Gioulis, Aaron Quitugua, Lisa Vatske

Commissioners Excused:

Public: No public responded when asked for comment

Action: Approval Regular Meeting Minutes and Public Hearing Minutes

Commissioner Cooper moved to approve the regular meeting minutes from the March 20, 2025 regular meeting and the Public Hearing minutes from March 20, 2025. Commissioner Ferguson seconded. Motion carried.

Action: Approval of Vouchers

Daniel Arevalo provided a brief summary of the vouchers. We continue to encourage landlords to enroll in direct deposit for the receipt of Housing Assistance Payments (HAP). Craig Chance reported that the agency is in exploring the option of issuing debit cards to clients who receive utility reimbursement checks for those who are unable to enroll in direct deposit. A discussion followed.

Commissioner Ferguson moved to approve the vouchers for the period of 3/1/2025 – 3/31/2025. Commissioner Cooper seconded. Motion carried.

Action: Approval of Resolution #2023-04-10-003 Annual Plan Submission

Karen McVea provided an update on the Annual Plan, noting that there were no significant changes from the previous year. Confirmation was received from the County indicating that the plan remains aligned with their Consolidated Plan. No public comments were submitted during the public comment period. The plan is ready for submission pending board approval of the resolution. A discussion followed.

Commissioner Ferguson moved to approve the submission of the annual plan update for Fiscal Year 2025. Commissioner Cooper seconded. Motion carried.

Action: Approval of Resolution #2025-04-10-001

Tom Rawson presented the resolution, which authorizes the Executive Director or the Director of Development and Administration to execute a construction contract—and any necessary change orders—with J.A. Morris Construction LLC for the Sterling Pines Renovation Project. Commissioner Vatske inquired whether HATC had previously worked with this company. Tom responded that this will be HATC's first time contracting with them. A discussion followed.

Commissioner Ferguson moved to approve Resolution #2025-04-10-001. Commissioner Cooper seconded. Motion carried.

Action: Approval of Resolution #2025-04-10-002

Craig Chance presented the resolution authorizing the Executive Director, Craig Chance, or the Director of Development and Administration, Tom Rawson, to open a line of credit with Heritage Bank in an amount not to exceed \$1,000,000 (One Million Dollars). The resolution also authorizes the opening of a checking account with the minimum deposit required by Heritage Bank to facilitate potential advances on the line of credit.

Commissioner Vatske inquired about the distinction between the existing bank account with the County and the new account with Heritage Bank. Craig provided clarification. Discussion followed.

Commissioner Aaron requested to receive a copy of the signing documents prior to execution for review.

Commissioner Cooper raised concerns regarding the wording of the resolution and whether it might be overly restrictive. Craig and Tom addressed the concern, and after discussion, it was agreed that the current wording is sufficient.

Commissioner Cooper also inquired about the tentative name for the Lacey project. Craig explained that the proposed name is McClanahan Village, in honor of former HATC Commissioner Neil McClanahan. The project was initially planned for Tumwater; however, due to the presence of protected gophers on the site, it was relocated to Lacey. Craig shared that he had spoken with Neil's wife, who was pleased with the decision to name the project in his honor. Both Neil and his wife contributed significantly to the community throughout Thurston County, making the naming a fitting tribute.

Commissioner Cooper moved to approve Resolution #2025-04-10-002 which includes the opening of the line of credit and the closing documents for McClanahan Village. Commissioner Ferguson seconded. Motion carried.

Agenda Item Discussion: Finance

Daniel provided a brief update on finance, followed by discussion.

- **Budget:** The agency is beginning the budget development process and will be reaching out to Commissioners in the near future for input and participation.
- **Finance Staff:** The Finance Department has officially hired a new staff member, who is scheduled to begin in June 2.

Agenda Item Discussion: Housing Stability

Craig and Karen provided a brief update on the Housing Stability Department. Karen shared that Lynn Flaisig, the Family Self-Sufficiency (FSS) Coordinator, is serving as a presenter at the conference she and Tammie are currently attending.

Agenda Item Discussion: Rental Assistance

Karen McVea provided an update on the Rental Assistance Division, followed by board discussion.

- **Shortfall Update:**
 - The agency is currently unable to apply for shortfall funds as the funding notice has not yet been released; it is anticipated to be issued in May.
 - A shortfall notice, including required cost-saving measures, has been distributed to all current participants.
 - In the initial meeting with the HUD Shortfall Team, the agency was projected to have a funding shortfall of approximately \$2 million. As of the most recent meeting, the projected shortfall has decreased to approximately \$700,000.
- **HOTMA:** The Housing Opportunity Through Modernization Act (HOTMA) is still tentatively scheduled to go into effect in January 2026.
- **NSPIRE:** The National Standards for the Physical Inspection of Real Estate (NSPIRE) are still expected to take effect in October 2025.

Agenda Item Discussion: Development

Tom Rawson provided an overview of ongoing development projects, followed by board discussion.

- **Creekwood:** Siding replacement work is scheduled, with an estimated cost of a few hundred thousand dollars.
- **McKenna and Spring Court:** Roof replacement projects are planned for both properties.

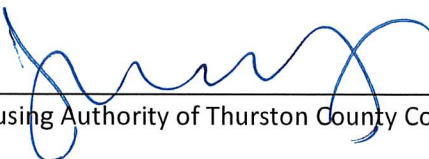
Agenda Item Discussion: Administration

Craig Chance provided an administrative update, followed by board discussion.

- **HCV Dashboard:** Craig reported that the Housing Choice Voucher (HCV) dashboard on the HUD website has been taken down. The reason for its removal is currently unknown, and it is unclear whether it will be reinstated.
- **Board Software:** Craig and Melissa Walker discussed a new software solution under consideration for board use. Commissioner Cooper inquired about the possibility of utilizing existing software to create a SharePoint site for commissioners instead. No decision was made at this time; Melissa stated she would send additional information to commissioners for their review.

Regular Meeting Adjourned

Minutes Approved:



Housing Authority of Thurston County Commissioner

5.8.25

Date