

**Thurston Affordable Housing Advisory Board**  
**May 18, 2023**  
**Minutes**

**1. CALL TO ORDER – Meeting called to order by Tom Webster at 3:08pm**

**1.A ROLL CALL –**

Carly Colgan absent

Charlia Messinger x

Craig Chance x

David Puszczewicz x

Deb Larson x

Donna Feddern x

Grace Lee x

Jessie Simmons x

Kendra Landais Chery absent

Meg Martin absent

Talauna Reed absent

Trish Gregory absent

Trudy Soucoup x

**OTHERS PRESENT –**

Tom Webster, Thurston County, TAHAB liaison

Jacinda Steltjes, City of Olympia, TAHAB liaison

**2. APPROVAL OF MINUTES**

Action: The group reviewed and approved the minutes as presented for May 11, 2023.

Approved x Amended \_\_\_\_\_

Motion: Moved by Trudy Soucoup, seconded by Jessie Simmons. Passed unanimously.

**3. ANNOUNCEMENTS**

None

**4. BUSINESS ITEMS**

**4A. Election of new Board Chair**

Presenter(s): Tom Webster, Grace Lee

Handout(s): None

Action: The group had planned to vote for a new Board Chair. However, the group decided as a whole to postpone the vote due to lower than anticipated attendance. The vote will occur at the next meeting, June 15.

## 4.B Funding Priority Setting for Summer RFP

Presenter(s): Tom Webster, Jacinda Steltjes, Grace Lee

Handout(s): Summer 2023 Estimated Capital Funding Availability; Thurston County's 2023 Regional Housing Council (RHC) Consolidated RFP Scoring Criteria—Capital Projects; 2022 Olympia Home Fund Application Questions; Affordable Housing Capital Projects—Application Questions; Past and Current Funded Affordable Housing Projects; Categories of Preference for Capital Projects, Funding Summary, and Priorities From Previous Years (all included in agenda packet)

The conversation about funding priorities, scoring criteria and application materials that was begun at the May 11 meeting continued.

Action: Tom presented on the handouts and opened the discussion on how the group wishes to set funding priorities for the Summer 2023 RFP, in which approximately \$5.5 million in Home Fund, HOME American Rescue Plan, 1406, and 2060 funds will be available to award to affordable housing capital projects.

Motion: Trudy moved to not set any funding priorities and accept all eligible applications (presented as Option #3). Deb seconded. The motion passed unanimously.

Action: The group made adjustments to the scoring criterion used for the February 2023 capital funds RFP (Thurston County's 2023 Regional Housing Council (RHC) Consolidated RFP Scoring Criteria—Capital Projects handout). Amendments included decreasing point values associated with Importance to the Community and Partners and Collaboration; increasing point values associated with Supports Vulnerable and Historically Disadvantaged Populations, and Financial Capacity; and adding BIPOC Leadership in Organization (By and For Organization) as a scoring criteria.

Motion: Deb moved to accept the amended scoring criterion. Charlia seconded. The motion passed unanimously.

The group reviewed questions presented in the Affordable Housing Capital Projects—Application Questions handout. There were no changes to the application questions and the group agreed to require with the application some of Washington State Department of Commerce's Combined Funders Application forms, to include the Sources and Uses form, the Pro-Forma form for up to three years, the Development Budget form, Rents and AMLs form, and the Timeline Form.

## 5. GOOD OF THE ORDER

None

## 6. ADJOURNMENT – 4:46