

**THE 1020th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, CITY OF RENTON
MONDAY, February 13, 2023, at 9:00AM**

Zoom Meeting

<https://us02web.zoom.us/j/83304984246?pwd=NmpReGkrVFRNTzhISUhlUytLclRadz09&fro=addon>

Meeting ID: 833 0498 4246 / Password: 276216

Meeting Call in # +1 253 215 8782 US / Password: 276216

In accordance with the Governor's Proclamation 20-28.14 if you wish to participate in-person, arrangements can be made by calling 425-226-1850 ext. 242

MINUTES

1. COMMISSIONERS PRESENT: Johnnie Barnes, Gerry Marsh, Ryan Runge, Merna Wheeler. Also present: Stephen Gray, Program Administrator, Debra McCollough, Director of Human Resources, Charlie McNamara, Interim CFO, Sean McCarty, Director of Construction, Michael Bishop (incoming CEO), John Murphy (Interim ED), Dawn Pacheco, IT Specialist, Charlene DePuy, Asset Manager, Andrea Carruthers, Office Administrative Manager.

2. CONSIDERATION OF MINUTES:

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the minutes of the 1019th board meeting on Monday, January 9, 2022.

Ayes: All

Nays: None

MOTION CARRIED

3. AUDIENCE COMMENT:

No members of the public present.

4. CONSENT AGENDA.

4.1. Local Government Investment Pool – January 2023

4.1.1. See supporting documentation.

4.2. Checks Issued Report – January 2023

4.2.1. See supporting documentation.

CONSIDERATION OF CONSENT AGENDA:

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the Consent Agenda of the 2010th, Monday February 13th, 2023

Ayes: ALL

Nays: None

Motion Carried

5. FINANCIALS

5.1. Financial Statements as of – January 2023

5.2. Housing Choice Voucher Program Report – January 2023

Vision House ADA renovations – Unit H to be ADA accessible. Report status to HUD by the 7th of each month. The deadline for project completion is May 31, 2023. As of Feb. 1, the tenant is still in unit. Contact Loren Ryan , Operations Manager, and Melissa Gehrig. The tenant was issued a voucher during the week of January 9th.

5.2.1. CHAIR Audit progress,

The upcoming Section 504 Compliance audit, we will likely postpone HUD field work until after March 1. The agency will prepare requested documents and submit them to HUD by mid-February extension date.

5.2.2. SEMAP and performance indicators,

Status of the Corrective Action Plan, HQS Inspections, Reporting per Econometrics File QC, Portability

Status of RNP at 12/31/2021 RNP reconciliation – there is` \$0.00 HHR at 12/21/2021.

Update on status of HCV program and relationship with King County HA.

Review the ability of the program to be self-sustaining.

Setup WASS coordinator roles – discussion of what roles he wants and who will receive emails from HUD. Stephen for now with assistance from John Murphy.

5.2.3. Emergency Housing Voucher, Mainstream, VASH, and standard HCV waitlists, issuance, and lease-up,

5.2.4. Administrative Plan and policy development,

5.2.5. Partnership activities with other local PHAs, (port reconciliation, absorptions, inspections, etc.)

CONSIDERATION OF FINANCIALS:

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the financials of the 1020th board meeting on Monday, February 13, 2023.

Ayes: ALL

Nays: None

Motion Carried

6. OLD BUSINESS

6.1. Allied Residential management update

6.2. 95 Burnett occupancy accounting and renovation update

6.3. Human Resources update

6.4. Sunset Gardens development update

L2 -framing is scheduled to begin Feb.15th.

Roof framing scheduled to begin March 23rd Top out scheduled April 10th.

City contract water main upgrades. Hcon city contractor is working on replacing - 10" main to -12"main 2 months' worth of work along 10th. Jefferson residential

and Jefferson Commercial.

City funded project - not in our development costs.

Elevated concrete. 2 remaining pours scheduled for Feb. 14th and Feb. 23rd.

Excavation and backfill ongoing. Below grade rough is ongoing.

L2 MEP (MECHANICAL, ELECTRICAL AND PLUMBING) ongoing

L2 deck shoring ongoing.

A temporary power transformer was installed last week.

6.5. IT update, Rent Café and SharePoint document management (Dawn)

We are finished with the Yardi SharePoint project, I am installing scanners on the desktops next week.

The RentCafe PHA is in progress, hope to go live in the next couple of months.

We've have begun sessions with Yardi to work on the Aspire, e-learning platform.

7. NEW BUSINESS

- 7.1. **Resolution #2682-2023:** Requesting Board approval to adopt the proposed Housing Choice Voucher (HCV) Section Eight Management Assessment Program (SEMAP) Corrective Action Plan (CAP) and authorize the Executive Director/interim CEO to follow up on program improvements. (exhibits)

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the Consent Agenda.

Ayes: All

Nays: None

MOTION CARRIED

THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the City of Renton, WA to affirm the Resolution to adopt the proposed Housing Choice Voucher (HCV) Section Eight Management Assessment Program (SEMAP) Corrective Action Plan (CAP) and authorize the Executive Director/interim CEO to follow up on program improvements.

- 7.2. **Resolution # 2683-2023:** Requesting Board approval for Michael Bishop, newly hired CEO, to be appointed Secretary of the Board of Commissioner, all relevant information, requiring board permissions as per the RHA Board of Commissioners' by-laws, Roberts Rules and WA State Law of Governance related to (as applicable) nonprofit, government, and for-profit entities as well as WA State open meeting forum laws. (exhibits)

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the Consent Agenda.

Ayes: All

Nays: None

MOTION CARRIED

THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the City of Renton, WA to affirm the Resolution Requesting Board approval for Michael Bishop, newly hired CEO, to be appointed Secretary of the Board of Commissioner, all relevant information, requiring board permissions as per the RHA Board of Commissioners' by-laws, Roberts Rules and WA State Law of Governance related to (as applicable) nonprofit, government, and for-profit entities as well as WA State open meeting forum laws.

8. UPCOMING EVENTS

8.1. RHA's CEO begins work March 1, 2023

9. AUDIENCE COMMENT - None

10. ADJOURN 10:40am