

**THE 1019th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, CITY OF RENTON
MONDAY, January 09, 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. ROLL CALL OF COMISSIONERS:** Johnnie Barnes, Ryan Runge, Merna Wheeler. Also present: Michael Bishop, Debra McCollough, Director of Human Resources, Sean McCarty, Director of Construction, John Murphy (Interim CEO), Charlene DePuy, Asset Manager, Dawn Pacheco, IT and Andrea Caruthers, Guests Present: Brooke Vance, Nicole Gilbert, Michael Rochlin
- 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, 2023.

Ayes: ALL

Nays: None

MOTION CARRIED

- 3. AUDIENCE COMMENT:** Guests Michael Rochlin and Nicole would like during yearly inspections that tenants are given a sheet to sign off on if they have any questions or concerns. Michael is from Sunset Oaks and is concerned about vandalism and false alarms going off. Would like to see more security cameras outside to catch the vandals. Building maintenance is poor at Sunset Oaks. Problem with propping doors and broken door locks. No meetings with Allied to date. Poor communication between tenants and Allied. Michael says that tenants feel abandoned by RHA. Debra responds saying this is the first she's heard of these issues. Sean confirms the vandalism at Sunset Oaks prior to the holiday. There has been some emails back and forth with Allied and Charlene. RHA is aware of the situation. RHA has put Allied in touch with Renton police departments Crime prevention department and Cindy Morris has been on the correspondences as well. He encourages community meetings and community involvement to better address these concerns. Sean encourages tenants to call 911 when they see things happening that endangers the safety of the community. And follow up with property manager and document it with non-emergency Renton police department - please make incident reports so we can track the issues. Michael suggests meetings can be held at the library. Charlene chimes in and supports a community meetings to foster better communication and understanding of the situations. A third party security source has been hired to help keep an eye on the property. Allied will be looking at more security cameras and alarms to go off when the doors are propped open. Michael Bishop says he will look into these issues once he is onboard, and he understands tenants frustrations with Allied

especially when they are new to the job. Michael Bishop says it will take a minimum of 2 years to give them a real chance to perform and communication needs to be stepped up between all parties.

Nicole gives an fyi that she and Evergreen Terrace received no communication regarding Mark Groppers retirement.

(Speakers must sign up prior to the Housing Meeting). Each speaker is allowed five minutes. The comment period is limited to one-half hour. The second audience comment period later in the agenda allows five minutes for each person, and total comment sessions must follow the constraints of the Board.

4. CONSENT AGENDA.

- 4.1. Local Government Investment Pool – Local Government Investment Pool, December 2022, Charlie, Interim CFO: Remarked on the rate of return being at 4.1% which is good but its not keeping up with our current 7% of inflation.
- 4.2. Checks Issued Report – for December is \$1.7 million dollars. Payroll has gone down due to staffing changes. See financials for more information. We need to push landlords to sign up for EFT/direct deposit. It's a waste of resources to send out paper checks.

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

Ayes: All

Nays: None

MOTION CARRIED

5. FINANCIAL

- 5.1. Financial Statements as of December 2022 – cash analysis 18.5 million dollars not much change from last month. Charlie scrolls through the properties income statements and says they are generally looking good. Tenant's receivables are up due to tenants not paying their rent. Debra has been talking with Michael Bishop how to reduce the amount of financial exhibits that are being presented to give the Board only what they really need in order to do their job, we will see this in April.
- 5.2. Housing Choice Voucher Program Report - Stephen Gray is out sick so Charlie just quickly scrolls through the reports. Charlie does report that he is working hard with the State auditors on fiscal year budget 2020, it was due at the end of December 2022 but with holidays and illness the deadline has been extended to end of January 2023.
 - 5.2.1. CHAIR Audit progress, with Stephen out sick, John Murphy briefly speaks about the VMS reports that are inputted by Stephen monthly.
 - 5.2.2. SEMAP and performance indicators,
 - 5.2.3. Emergency Housing Voucher, Mainstream, VASH, and standard HCV waitlists, issuance, and lease-up,
 - 5.2.4. Administrative Plan and policy development, Michael Bishop wants to know why did is on the agenda and John Murphy says that we are working with Nanmckay to revise our Admin. Plan. We have to address the bedroom standards as they affect port ins. RHA needs to implement the 2 heartbeats per room policy.
 - 5.2.5. partnership activities with other local PHAs, (port reconciliation, absorptions, inspections, etc.),

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the December Financials.

Ayes: All

Nays: None

MOTION CARRIED

6. OLD BUSINESS

- 6.1. Allied Residential management update. Charlene speaks about the increase in maintenance issues (weather issues, snow, ice etc..) that arise in December and January. We have a tracker to get an overview of what Allied is dealing with. Last week they had 25 work orders and 19 were completed. Operations wise Allied is doing very well with occupancy and lease ups.
- 6.2. 95 Burnett occupancy accounting and renovation update, Charlene does not have December's financial but should have them next month. They are in the positive due to recent renovations, can get up to \$200 more a month. Renovations came in under budget so they could put those funds to use doing more repairs, painting and put in sub pumps and alarms. We have about \$20,000 left over that will roll over to next years budget. We actually renovated an additional 15 units over what Microsoft outlined. Sean explains why this property tends to flood, due to heavy rains and snow.
- 6.3. Human Resources update, Debra elaborates on Mark's retirement party and explains that she tested positive for COVID. This put all in office staff at home for a week working on their laptops. We are recruiting for a controller and housing services director position open and a coordinator for resident services position. The employment market is very tight so it's a challenge to fill these positions. She is putting together a board retreat.
- 6.4. Sunset Gardens development update, Sean speaks about ongoing work on the project. Level 2 PT decking shoring going on. Zone 2,3 is working on the RHA office area. Small weather impact; freezing rain and cold weather. Still onboard with a completion date of 10/05/2023 might even have an August finish date.
- 6.5. IT update, Rent Café and SharePoint document management, Dawn discusses Sharepoint implementation pretty much done. Just a few more trainings need to be done. Rent café, walking through interims, pretty much on target. We need to start sending notices to tenants that they need to log on to the portal. Things are a bit delayed due to recent illnesses. Would like to demo it to the board at some point. Aspire project is Yardi's e-learning trainings and Dawn is excited to get it up and running. It should train our employees better.
- 6.6. **Resolution #2681-2023:** Requesting Board approval of transfer of signature authority for items in excess of \$25,000, from Mark Gropper to Sean McCarty and Stephan Gray. Also, the transfer of signature authority to Sean McCarty and Stephan Gray for encumbrances on behalf of Renton Housing Authority. By an affirming resolution 2681-2023 of the RHA Commissioners to proceed with this transfer of signature authority we will ensure continuity for RHA operations.

MOTION by Commissioner Barnes and a second by Commissioner Wheeler to affirm the Resolution authorizing the approval for the transfer of signature authority to Sean McCarty and Stephen Gray.

Ayes: All

Nays: None

MOTION CARRIED

RESOLUTION #2681-2023

THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the City of Renton, WA to affirm the Resolution of transfer of signature authority to Sean McCarty and Stephen Gray.

7. UPCOMING EVENTS

- 7.1. 2023 Commissioners' conference: Hilton Orlando Buena Vista, FL, January 8-11, 2023
– no one is attending.
- 7.2. RHA's CEO begins work March 1, 2023

8. AUDIENCE COMMENT

9. ADJOURN [*ACTION]