



BOARD OF COMMISSIONERS 1045th MEETING MINUTES

REGULAR SESSION
 Tuesday, January 27, 2026, AT 3:00 PM

The Board of Commissioners of the Renton Housing Authority met in Regular Session via in-person and zoom for board at 2900 NE 10th St., Renton, WA 98056 and Zoom meeting for guests at 3:00 pm on January 27, 2026.

1. CALL TO ORDER – REGULAR BOARD MEETING

Chairperson Portolano-Rose called the meeting of the Board of Commissioners of the Housing Authority of the City of Renton (RHA) to order at 3:15 pm PST.

PRESENT	ABSENT
COMMISSIONERS	
Chair Valentine Portolano-Rose	
Vice-Chair Michael O'Halloran	
Commissioner John Hansen	
STAFF	
Michael S. Bishop – CEO	
Sean McCarty – Director of Facilities/Development	
Charlene DePuy – Director of Housing	
Racquel Beckles-Clarke – HR Specialist	
GUESTS	
Nicole Gilbert	

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING – 1044th Meeting

Chairperson Portolano-Rose asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, November 25, 2025. Vice-Chair O'Halloran moved to adopt the minutes, and Chair Portolano-Rose seconded.

	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O'Halloran	x			
Commissioner Hansen	x			

Motion Approved at 3:19 pm.

4. GUEST COMMENTS

Nicole Gilbert stated she has been a PBV tenant for years and wanted to state how thankful she was for the rent stabilization bill with the State of Washington that caps the amount that landlords can increase rent by. Ms. Gilbert informed RHA that the board agenda was hard to find on the website and the CEO responded back stating that the website was already being worked on to be more user friendly and group things better and easier to find. Ms. Gilbert wanted to understand how the 7.1 Resolution was going to affect current tenants. The CEO stated that it would be discussed more in-depth when we get to that on the agenda.

Ms. Gilbert also stated that she could not find the November board meeting minutes. It was explained to her that the board meeting minutes cannot be put on the website until they are ratified and approved by the board at the next meeting, which would be this board meeting. It will also be a month behind, unless there is a skip in between.

Chair of the board clarified the process for public comment for Ms. Gilbert.

5. FINANCIAL REPORTS (PROPERTIES / RHA & HCV CHECKS ISSUED / LGIP)

5.1 ALLIED RESIDENTIAL MANAGEMENT – FINANCIALS PROVIDED FOR NOVEMBER and DECEMBER 2025

November and December 2025 Property Financials were provided for this board meeting. Financial summaries of all Allied Properties were discussed by Charlene DePuy, Chief Operating Officer. Occupancy at properties managed by Allied Residential and Cushman and Wakefield. Allied properties were at 96.53%. Charlene discussed the upcoming bad debt for all properties that will be coming to this board meeting to clear up prior post-COVID balances that will need to be written off and off books. Golden Cedars LLLP, which incorporates 3 properties, has a 3% variance created savings with a breakeven at +1%. Payroll is down by 9%.

Renton Crest LLLP, which has 6 properties included within its portfolio, has a decrease in overall income, decrease in payroll costs by 8% due to sharing a property manager with other properties and an increase in insurance costs by over 10%. Vacancy Loss and bad debt accumulate 21%. Brickshire Apartments and 4-plex are under budget but less income coming into the properties. Both Sunset Court and Sunset Oaks have a 13% vacancy rate and bad debt to the properties.

A three-year trend analysis has been completed whereas 2022-2023 and 2023-2024 had lower bad debt than 2024-2025 did because those first two years of this study the administration did not bring a lot of the bad debt forward because the courts were so backed up and not clearing cases quickly.

Chair queried about community involvement efforts by the Renton Housing Authority. Charlene stated that there are several new residents that want to get involved in community events involving their own buildings and residents. Sunset Gardens was setting the trends.

The Chair of the board discussed the Director of Housing position with the City of Renton being filled and that would be a good start for Charlene to reach out to them. Charlene will also be looking for grants to assist Sunset Gardens with the Case Management services for the Veteran's program along with some of the other non-VASH.

Property Replacement Reserve accounts are required with Partnership properties but not for RHA owned properties, but RHA will be looking to start up a Replacement Reserve account.

5.2 95 BURNETT – FINANCIALS PROVIDED FOR NOVEMBER and DECEMBER 2025

November and December 2025 Property Financials were provided for this board meeting by Charlene DePuy, Chief Operating Officer. 95 Burnett had low turnover for the entire year and except for marketing that went over budget due to the construction downtown for a few months, all budget line items came in lower than budgeted. 95 Burnett also had 98% occupancy rate at the end of the year.

No additional comments were provided by the board.

5.3 RHA / HCV ADMINISTRATIVE FINANCIALS FOR NOVEMBER and DECEMBER 2025

Administration explained that the budget for 2025 was the test run since prior administrations had not completed a budget for years. With reconciliation of all accounts for prior years, current administration for RHA was trying to get a budget completed in our software and go through all budget line items and get everything dialed in and specific to RHA's needs. Most of the budget lines are HUD GAAP accounting and just needs to be fine tuned to what RHA utilizes.

HCV Operating Budget was ahead in 2025 and administration expects to be in the positive for both the Main Operating and HCV accounts for FY2026.

5.4 RHA / HCV CHECK ISSUED REPORTS FOR NOVEMBER and DECEMBER 2025

The Commissioners questioned a couple of checks for November and December 2025.

Guava Quartz LLC for \$4,364.63.00. Administration explained that this was for the countertops for the filing cabinets outside the HCV area

Raleigh Housing Authority for \$63,910.78. It was explained to be a port-in tenant that they paid HAP on but prior staff did not notify that the tenant moved out without giving notice and the voucher was terminated. RHA had to pay the funds back that were paid for the time period that they were not tenants.

Affordable Compliance and Training LLC for \$29,844.43. This company was used to assist RHA in getting caught up on over 300 Annual Reexaminations that were behind. Their work is done and there may be one more payout for hours worked but that will be the end of their services going forward

Partner Engineering and Science Inc. for \$12,822.28 is the agency that performed the air testing for Sunset Gardens, required as part of the closing with Chase Bank.

5.5 LOCAL GOVERNMENT INVESTMENT POOL – NOVEMBER and DECEMBER 2025

No questions or comments from the commissioners over this pool investment. It is just a set, constant wish of the board to rebuild this fund again.

Commissioner Hansen moved to ratify the Financial Property Reports for along with the RHA/HCV Administrative Financial Report, Check Issued Report and LGIP Report for November and December 2025.

Vice-Chair O’Halloran seconded.

	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O’Halloran	x			
Commissioner Hansen	x			
Vacant Position				
Vacant Position				

Motion Approved at 3:57 pm.

6.0 OLD BUSINESS

6.1 CEO REPORT AND HCV UPDATE

The CEO informed the board that Congress finally passed the THUD Appropriations Bill for FY2026, which will give the HCV program an additional 8.8% increase from the FY2024 CR that PHA’s have been running on for the past two years. The THUD Appropriations Bill also increased the Admin Fees for PHA’s by 2.4% as well as Congress putting in special language for additional shortfall funds with the EHV vouchers for PHA’s that will not have enough funds to get through the entire FY2026.

6.2 HR RESOURCES UPDATE

Racquel Beckles-Clark, HR Specialist, updated the board that we had three Program Specialist positions that came open in December 2025/January 2026. One was filled in January, one in February, and still working on the third position to get filled. Resume’s are being pulled and interviewed.

6.3 DEVELOPMENT UPDATE

Sean McCarty, Director of Facilities and Development for RHA, stated that King County Parks were still interested in the property and that RHA has requested assistance from King County and looking to bring on Foster Garvey to assist with getting the 3 encroachments corrected as fast as possible. RHA anticipates that this may happen by the Fall of 2026.

Sean discussed that Sunset Neighborhood Center has two lessee’s, Healthpoint

and St. Vincent DePaul. Health Point is looking to add another individual office under their lease but not yet approved it.

Sean explained that the YWCA had a prior lease for a 4-plex we owned that they were leasing for \$200/month or \$2,400/annually but that lease was circa 2000. RHA informed them that the lease amount would be increasing in 2026 to \$2,500/month or \$30,000/annually. RHA also offered to sale this property to the YWCA but no action was taken on that.

Sean discussed the camera situation with Sunset Garden administrative offices and RHA is still waiting on the vendor to figure out a fix on the camera's that they ordered that does not work with the prior system NVR. Since they messed up the order, the invoice has not been paid yet.

Sean reported that the City of Renton Police Department was interested in leasing roof space of approximately 500 sq ft for their drone project to assist with emergency response time for assessment. We are negotiating a lease agreement for 5 years at \$1,000/month that would bring additional income into the Sunset Gardens Operating Income for the Partnership, not RHA Administration.

7.0 NEW BUSINESS

7.1 RESOLUTION NO. 2752-2026 Approval of Revised HCV Payment Standards – Effective 3/1/2026

This Resolution on the Agenda is to approve the new HCV Payment Standards, that will be effective on 3/1/2026. RHA is currently in shortfall and has to decrease expenses. The new Payment Standards would only effect voucher holders that move after 3/1/26 or port-ins from other PHA's. Current voucher holders in the same unit will be HELD HARMLESS and remain on the 2025 Payment Standards. The Federal Regulation requires that all PHA's set their Payment Standards between 90 – 110% of SAFMR or FMR. SAFMR is the acronym for Small Area Fair Market Rents and FMR is the acronym for Fair Market Rents. RHA is required to utilize the SAFMR to set its Payment Standards.

Vice-Chair O'Halloran moved to ratify Resolution No. 2752-2026.
Commissioner Hansen seconded.

	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O'Halloran	x			
Commissioner Hansen	x			
Vacant Position				
Vacant Position				

Motion Approved at 4:30 pm.

7.2 RESOLUTION NO. 2753-2026 Approval of Allied Properties TAR Write-Offs for 2025

The CEO and Charlene DePuy explained to the board of commissioners that these write-offs are catching up and clearing out old balances from 2025 that need to be taken off the books but are still owed by the tenants. This process is just a formality to get the books cleared and not carry those balances on the financials. This process does not mean that balances owed are forgiven and not still owed by the tenant. Those balances are owed and required to be paid before being able to be rehoused at that property.

Commissioner Hansen moved to ratify Resolution No. 2753-2026.
Vice-Chair O'Halloran seconded.

	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O'Halloran	x			
Commissioner Hansen	x			
Vacant Position				
Vacant Position				

Motion Approved at 4:31 pm.

7.3 RESOLUTION NO. 2754-2026 Approval of RHA Revised FY2026 Operating Budget

The CEO brought the Revised FY2026 Budget back to the board for approval. The CEO explained that Congress finally passed the THUD Appropriations Bill for FY2026 so we now know for sure what our funding for the HCV program for FY2026 will be and have revised the RHA FY2026 budget to accommodate those changes.

Vice-Chair O'Halloran moved to ratify Resolution No. 2754-2026.
Commissioner Hansen seconded.

	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O'Halloran	x			
Commissioner Hansen	x			
Vacant Position				
Vacant Position				

Motion Approved at 4:37 pm.

8.0 Adjournment of Regular Session

Vice-Chair O'Halloran moved to adjourn the regular session.
Commissioner Hansen seconded.

	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O'Halloran	x			
Commissioner Hansen	x			
Vacant Position				
Vacant Position				

Motion Approved at 5:32 pm.

No Executive Session was needed or utilized after the Regular Session.

DATE: January 27, 2026

Signature



Presiding Officer

ATTEST:


Michael S. Bishop, Secretary

SEAL

