



## BOARD OF COMMISSIONERS 1044<sup>th</sup> MEETING MINUTES

### REGULAR SESSION

Tuesday, November 25, 2025, 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 10<sup>th</sup> St., Renton, WA 98056 and Zoom meeting for guests at 3:00 pm on November 25, 2025.

### 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 3:10 pm PST.

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

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING – 1043rd Meeting

Chairperson Portolano-Rose asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, October 28, 2025. Commissioner Hansen moved to adopt the minutes and Vice-Chair O'Halloran seconded.

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

**Motion Approved at 3:04 pm.**

### 4. GUEST COMMENTS

None

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

#### 5.1 ALLIED RESIDENTIAL MANAGEMENT – FINANCIALS PROVIDED FOR OCTOBER 2025

October 2025 Property Financials were provided for this board meeting. Financial summaries of all Allied Properties were discussed by Charlene DePuy, Director of Housing Services. Occupancy at properties managed by Allied Residential and Cushman and Wakefield. Allied properties were at 97% and Cushman and Wakefield were at 98% Occupied. Charlene discussed the upcoming bad debt for all properties that will be coming to the next board meeting to clear up prior post-COVID balances that will need to be written off and off books. Golden Cedars has a 3% variance created savings with a breakeven at +1%.

Charlene stated that all properties were overall 8% below budget through October. Charlene discussed upcoming events for some of the properties, such as Houser Terrace for Halloween and Thanksgiving along with the upcoming Thanksgiving provided meal for Sunset Gardens tenants.

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 OCTOBER 2025**

October 2025 Property Financials were provided for this board meeting by Charlene DePuy, Director of Housing Services. Charlene informed the board that 95 Burnett won the People's Choice Best in the PNW Gold Award for Apartment Community in 2025. Apparently, we had won Silver in 2024 but no one was notified.

No additional comments were provided by the board.

## **5.3 RHA / HCV ADMINISTRATIVE FINANCIALS FOR OCTOBER 2025**

The board had questions on some of the budget line items being higher with either nothing budgeted or under budgeted. Administration explained that some of the Budget Line Items are newly created by taking a line item such as Contract Costs and then making individual contract costs specific such as IT, Janitorial, HQS Inspections, etc. But the budget was on the contract cost line item and not on any of the individual lines that were created. There were some budgeted line items that were exceeding anticipated estimated budgets. Administration explained that the 2025 Budget was an estimated budget and the first budget for quite a few years since the prior administration did not complete one since the old public housing units converted over to project-based vouchers and budgets were not required by HUD anymore but are still needed to guide the agency. Administration explained that the budget was a growing and changing entity to attempt to narrow it down into specific line items and categories to ensure the housing authority can track all expenses and income sources. Throughout the year, we have found additional income and additional expenses that will go into the 2026 budget going forward. For example, office supplies were below budget, but Misc. Admin Expenses were over budget. Upon review, the fee accountants had moved some of the office supplies under Misc. Admin Expenses from Amazon orders and administration explained to fee accountant that all amazon orders will be coded to Office Supplies and should not be moved unless administration asks them to move a line item.



#### 5.4 RHA / HCV CHECK ISSUED REPORTS FOR OCTOBER 2025

The Commissioners questioned a couple of checks for October 2025.

**Greater Issaquah Chamber of Commerce for \$495.00.** It was explained to get our medical insurance with Premera Blue Cross Blue Shield; we had to be a member of a Chamber of Commerce that were members of Premera. We were already members of the Renton Chamber of Commerce. We had to search with other Chamber of Commerce, and the Greater Issaquah was the cheapest one to become a member with to be able to provide better and cheaper Medical Insurance for RHA employees.

**The Nelrod Company for \$2,583.00.** It was explained to be our required Rent Reasonable software to determine and ensure that landlord rents were reasonable with surrounding properties of same building types and amenities.

**Scott Accounting & Computer Service Inc. (SACS) for \$850.00.** This check is for our current housing software maintenance and updates on a monthly basis.

**YARDI for \$10,000** is for our old housing software access for one more year for 5 users. RHA will continue paying this annual fee through 2027 until three (3) years of data saved in Scott Accounting & Computer Service Inc. (SACS).

**Garden Grove Housing Authority for \$1,921.86.** This check is for a portability payment owed back to this housing authority that cannot be paid out of the Section 8 module directly since this was a port-in that was owed back to them due to moving out. Payment setup through Accounts Payable but coded back to the Section 8 HAP GL account number.

#### 5.5 LOCAL GOVERNMENT INVESTMENT POOL – OCTOBER 2025

Vice-Chair O'Halloran wanted to continue to bring up that he wants to get the Investment Pool back up to the original \$5,000,000. Each month continues to accrue about \$8,000 interest per month.

Vice-Chair O'Halloran moved to ratify the Financial Property Reports for along with the RHA/HCV Administrative Financial Report, Check Issued Report and LGIP Report for October 2025. 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 3:33 pm.**

## **6.0 OLD BUSINESS**

### **6.1 CEO REPORT AND HCV UPDATE**

The CEO gave a quick overview of the report regarding the government shutdown and how the shutdown had not affected the housing authority. Even though Congress passed a CR or Continuing Resolution to open the government back up, it would only be with the current funding levels. For FY 2025, Congress initially used a Continuing Resolution (CR) (P.L. 118-83) to fund Transportation, Housing and Urban Development (THUD) at FY 2024 levels extending into 2025, before passing a Full-Year CR (P.L. 119-4), in early 2025 that largely kept funding at FY 2024 rates without providing any offsets for inflation.

Administration continues to review landlord files, training new employees. Administration informed the board that a HUD letter stating that the prior regulation to not use arrest records for eligibility has been rescinded. Administration discussed that the PIC 50058 submission rate, at the beginning of 2025 was around 82% and needed to be above 95% minimum but should be above 98% at all times. CEO and staff had been working diligently on getting it increased and as of October, it was at 89.72%. The CEO contracted with Scott Accounting & Computer Services to add the PIC Submissions to their monthly invoice for an additional fee to get the PIC Submission rate up. We anticipate the software company's help should get RHA above the 95% submission rate by the end of December.

The board wanted more specific numbers on the files that still need to be fixed. CEO estimated with the over 700 landlords and 1100 vouchers, RHA CEO is about 80% completed since the conversion took place in June 2024. This process cannot be given in a metric because each file has to be reviewed individually. Some are correct and need no corrections but others need corrections.

### **6.2 HR RESOURCES UPDATE**

Racquel Beckles-Clark, HR Specialist, updated the board that at that point in time, no additional turnover has occurred within RHA. She informed the board that two new employees had onboarded on 11/10/2025 (Heather Figley) and 11/24/2025 (Judith Starr).

### **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. 2746-2025 Approval of HCV Utility Allowance Schedule Effective 12/1/2025

This Resolution on the Agenda is to approve the new HCV Utility Allowance Schedules, that will be effective on 12/1/2025. HUD requires either a third-party consultant to review all utility costs annually and adjust if there is a 10% threshold change or the PHA itself can perform the study itself. RHA does not have the staff or time to perform this study on its own, which is why RHA contracts out with a third-party consultant to perform this study annually. The cost of the study is under the micro-purchase limit of \$10,000, so RHA just needs to get one quote.

Vice-Chair O'Halloran moved to ratify Resolution No. 2746-2025.  
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 4:14 pm.**

## **7.2 RESOLUTION NO. 2747-2025 Approval of RHA Revised Salary Schedule**

The CEO brought the updated Salary Schedule with new positions listed. All positions were not broken down into Tiers to assist with Merit Increases in the future. This will help simplify the process in the future.

Commissioner Hansen moved to ratify Resolution No. 2747-2025.  
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 4:20 pm.**

**Recess Break Occurred between 4:21 – 4:37 pm**

## **7.3 RESOLUTION NO. 2748-2025 Approval of RHA Revised 2025 HCV Administrative Plan**

The CEO brought the revised 2025 HCV Administrative Plan before the board to be approved. The chapters that were updated were Chapter 4, Chapter 5, Chapter 6, Chapter 7, Chapter 8, and Chapters 17 and Chapter 18.

Chapter 4 changes were with the local preferences on the HCV waiting list to accommodate the EHV vouchers and any other special voucher types that would be losing funding and causing potential homelessness if the voucher was lost. The Waiver on the HCV waiting list was approved.

Chapter 5 changes were dealing with the "Two Heartbeats Per Room" rule but RHA added some exceptions to that rule to help accommodate certain situations in a family composition.

Chapter 6, Chapter 7, Chapter 8 had Parts A and B added. Part A is RHA's current policy before HOTMA is finalized and Part B is when HOTMA regulations go into effect by HUD, which has been postponed again.

Chapters 17 and 18 were revised to add a section dealing with the EHV vouchers and any other special voucher type that was losing funding going to the top of the waiting list to help keep housing for those voucher types. A HUD waiver is still being requested for the PBV side.

Commissioners asked about the Homeownership Chapter in the Admin Plan and the CEO explained that it was put into the Admin Plan but not ready to be implemented yet. The CEO anticipates that it is about 2-3 years before implementation. RHA has signed a MOA to allow KCHA to provide homeownership in our jurisdiction with their vouchers, but when RHA has its own Homeownership program up and running, those vouchers would be absorbed into RHA's portfolio.

Vice-Chair O'Halloran moved to ratify Resolution No. 2748-2025.  
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 5:04 pm.**

#### **7.4 RESOLUTION NO. 2749-2025 Approval of RHA FY2026 Budget**

The CEO brought the FY2026 Budget to the board for approval. The commissioners asked what would be considered under the memberships budget line item. The CEO explained that would include our NAHRO, PHADA, AWWHA memberships as well as our Greater Issaquah Chamber of Commerce, Renton Chamber of Commerce memberships. Misc. Contract Costs were left in for unanticipated costs that may potentially occur that we are not accounting for. The consultants fee for performance evaluation of the CEO was already paid for in the 2025 budget and not included in FY2026's budget. CEO is hopeful that the board will have the necessary tools from the consultant to perform any future evaluation of the CEO.

Commissioner Hansen moved to ratify Resolution No. 2749-2025.  
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 5:11 pm.**



**7.5 RESOLUTION NO. 2750-2025 Approval of RHA Revised Employee Handbook**

The CEO brought the RHA Revised Employee Handbook to the board for approval. The Employee Handbook was revised to remove the section dealing with Sick Leave Pool which was creating an issue with the State Auditors. Administration also removed the 4-10 hour work week schedule from the handbook because we just will not be in a position to do it on a full-time basis.

Vice-Chair O'Halloran moved to ratify Resolution No. 2750-2025.  
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 5:18 pm.**

**7.6 RESOLUTION NO. 2751-2025 Approval of Waiver for Foster Garvey and Associates to Represent RHA with three parcels of real property – Parcel numbers 7227801060, 7227801396, and 7227801055**

The CEO brought this resolution to the board to get this waiver approved so that we can move forward with hiring Foster Garvey and Associates to clean up the parcel that was part of our old Low-Income Public Housing Property, Sunset Terrace. The three parcels were not submitted for approval by HUD to be disposed of and have the Declaration of Trust released from them. Back in 2016, the prior administration mistakenly did a Quit Claim Deed over to the City of Renton for one of the three parcels. That cannot happen and those parcels still belong to HUD. Foster Garvey also does work with the City of Renton and King County governments, which brings us to the waiver to allow them to work for us in this matter. RHA administration obtained a legal opinion from Inslee Best, RHA's normal attorney's for contract law and normal housing business and they did not feel there was a conflict of interest since this matter is different from anything that Foster Garvey is working with the other two entities with.

Commissioner Hansen moved to ratify Resolution No. 2751-2025.  
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 5:28 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.**

**DATE: January 27, 2026**

**Signature**

  
\_\_\_\_\_  
**Presiding Officer**

**ATTEST:**

  
\_\_\_\_\_  
**Michael S. Bishop, Secretary**

**SEAL**

