

**THE 1028th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, March 25, 2024, AT 9:00 AM**

MINUTES

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, March 25, 2024. The meeting was held via in-person for board and Zoom conferencing for guests. Chairperson Portolano-Rose called the meeting to order at 9:07 am PST.

- 1. COMMISSIONERS PRESENT: Valentine Portolano-Rose, Michael O'Halloran, John Hansen. Also present: Michael S Bishop, Chief Executive Officer; Sean McCarty, Director of Development and Construction, Charlene DePuy, Director of Housing Services; Latonya Washington, Director of Programs Administration; and Dawn Pacheco, IT Contractor. Guests Present: None**

COMMISSIONERS NOT PRESENT: Merna Wheeler

2. CONSIDERATION OF 1027th BOARD MEETING MINUTES:

MOTION made by Commissioner O'Halloran and seconded by Commissioner Portolano-Rose to approve the minutes of the 1027th board meeting held on February 26, 2024. No comments about the prior month's minutes were given. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner Hansen - Aye; Commissioner O'Halloran – Aye; and Commissioner Wheeler – Not Present. Motion carried with a majority vote of quorum at 9:08 am PST.

- 3. AUDIENCE COMMENT: No Guests / No Comments**

4. FINANCIAL

- 4.1 Allied Residential Management Financials for February 2024** were provided to the board, except for 95 Burnett, which had January and February 2024 were given due to reporting schedule by the management company. Commissioner Portolano-Rose commented that certain properties such as Kirkland Avenue showed vacancies on the Operation Dashboard but stated no vacancies on the property Executive Summary. Chairperson Portolano-Rose also stated that the January 2024 95 Burnett Summary Sheet added up correctly but the February 2024 Summary did not work out on the totals from the Total Income minus the Total Operating Expenses were incorrect, which through off the Net Operating Income. Charlene DePuy, Director of Housing Services, explained that the normally caught ahead of time. The February 2024 Check Issued Report was provided as well as the February 2024 Local Government Investment Pool report. The Debt Service Ratio reports were provided for each of RHA's properties.

[*ACTION]

MOTION made by Commissioner Hansen and seconded by Commissioner O'Halloran to approve all Financial Reports listed. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner Hansen - Aye; Commissioner O'Halloran – Aye; and Commissioner Wheeler – Not Present. Motion carried with a majority vote at 10:04 am PST.

5.0 Old Business

5.1 Housing Choice Voucher Utilization Update (Latonya Washington):

Ms. Washington again stated to the board that all Annual Reexams were getting caught up and back on track. Ms. Washington provided the list that the commissioners requested on the list of owners and how many units each landlord has vouchers assigned to them. Also, Ms. Washington explained to the board on what she is doing with errors on the files on how Port-Ins were handled and how long it takes to fix each file to get the errors corrected and resent to the HUD PIC system, which houses all PHA 50058's. The deadline for PHA's to fix their errors was August 5, 2024 because HUD will be shutting down the PIC system to migrate their data over to the new system, named with the acronym of HIP. The migration will take around 8-10 weeks to complete. Mr. Bishop also reminded the board that the reconciliation of HAP / UHAP is still being handled as well between YARDI (current system) and SACS (new system RHA moving to) and that currently, the difference between the two systems is at around \$22,000. RHA is in hopes to get this finalized by May 2024 but no later than June 2024.

5.2 Allied Residential Management Update (Charlene DePuy):

Charlene DePuy, Director of Housing Services, explained to the commissioners Renton Crest LLLP had inspections from US Bank, which was required by the partnership annually. Based upon their walk of the properties and file audits, everything is looking much better than last years review, which would have been of RHA's staff managing the properties. It was explained that RHA has a new portfolio manager covering the properties that Bruce had been and Bruce was only on Sunset Garden at this time until we are fully leased up and then that property will shift over to Marie's case load.

5.3 Human Resources Update (Michael Bishop):

No additional updates provided to the board at this time.

5.4 Sunset Gardens Update (Sean McCarty):

Sean gave updates on construction progress with Sunset Gardens dealing with PSE permanent power and TCO potential dates and potential timeline for RHA employees to move to new building. Sean explained that the exterior power poles will be removed and sidewalk sections finished once the permits have been approved by PSE for the low-voltage company to finally remove their service lines from the poles. Once that has been completed, then PSE will schedule out the removal of the poles and then Andersen Construction will complete their work on the exterior and fill in the holes for the poles and complete the concrete work for the sidewalks.

The board asked about the tour of all the properties of RHA's and Ms. Bishop stated that since RHA would not have a board meeting in April due to his absence at a conference in Alaska during the week of April 21 – 26, Sean and Mr. Bishop would setup a tour of the RHA properties in April before the Alaska conference dates. Commissioner O'Halloran stated that the tour of the properties could be scheduled into two ½ days if we need to

spread them out due to time constraints. Mr. Bishop stated that it would be reviewed and something would be scheduled soon since Commissioner Wheeler was back in town for the next couple of months.

5.5 IT Update (Dawn Pacheco):

Dawn explained to the commissioners that she had compiled a list of various old computers and other electronic devices that were on this board meeting as a resolution to be voted on. She also stated that Mr. Bishop had completed an RFP for Copier Lease and Maintenance and those would be due back on Friday, March 29th.

6.0 NEW BUSINESS:

6.1 Resolution No. 2715-2024 Approval of Write-Off Disposal of Old IT Equipment and Office Furniture

Administration is requesting approval of the Write-Off Disposal of Old IT Equipment and Office Furniture. Mr. Bishop explained to the board that the old IT equipment was old computers that were needing to be removed from RHA stock but had waited to do it until we were in the new building and the new equipment had been programmed and setup on each employee's desk. The office cubicles and chairs there were in the prior leased space at Times Square building was purchased from the prior owners that RHA leased from for a price tag of \$1.00. But RHA did not want to continue to utilize this old furniture since moving to the new building and having offices for each of the staff. A motion was made by Commissioner O'Halloran and seconded by Commissioner Hansen. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner Hansen – Aye; Commissioner O'Halloran – Aye; and Commissioner Wheeler – Not Present. Motion carried with a majority vote at 10:52 am PST.

6.2 Resolution No. 2716-2024 Approval of FY2021 Independent Audit Completion and Submission by Smith Marion and Company

Administration is requesting board approval of the FY2021 Independent Audit results from Smith Marion and Company. These audit results will need to be approved by the board and submitted to HUD, via FASS system and to the Federal Audit Clearinghouse. Mr. Bishop explained to the board that the 3 findings on the audit were on pages 41-45 of the main Financial Statements and Independent Auditor's Report. Each of the three findings were discussed with the board and explained that these three findings will probably show up on the FY2022 Audit results as well as any other findings that the auditors would find. Since the new administration did not start until 3/1/2023, anything found would be due under the old administrations running of the housing authority and its programs. A motion was made by Commissioner Hansen and was seconded by Commissioner O'Halloran. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner O'Halloran – Aye; Commissioner Hansen – Aye; Commissioner Wheeler – Not Present. Motion carried with a majority vote at 10:58 a.m. PST.

7.0 ADJOURNMENT of Regular Board Meeting [*ACTION]

Motion by Commissioner O'Halloran and Seconded by Commissioner Portolano-Rose to Adjourn. Votes were given as follows: Commissioner Portolano-Rose - Aye; Commissioner Hansen - Aye; Commissioner O'Halloran - Aye; and Commissioner Wheeler - Not Present. Motion carried by majority vote at 10:59 am PST.

DATE: March 25, 2024

Signature: *Merina Iskender*
Board of Commissioner Chairperson

ATTEST:

Michael S. Bishop
Michael S. Bishop, Secretary



