

**THE 1030th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, June 24, 2024, AT 9:00 AM**

MINUTES

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, June 24, 2024. The meeting was held via in-person for board and Zoom conferencing for guests. Vice-Chairperson Wheeler called the meeting to order at 9:03 am PST.

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

COMMISSIONERS NOT PRESENT: Commissioner Hansen

- 2. CONSIDERATION OF 1029th BOARD MEETING MINUTES:**

MOTION made by Commissioner Pierce and seconded by Commissioner O'Halloran to approve the minutes of the 1029th board meeting held on May 20, 2024. Correction was mentioned by Commissioner Wheeler for Resolution # 2718-2024 needed to have Commissioner Wheeler making a vote instead of being absent and Commissioner Portolano-Rose being absent instead of making a vote. The change was missed when revising prior months minutes. Votes were given as follows: Commissioner Wheeler - Aye; Commissioner O'Halloran - Aye; Commissioner Pierce - Aye; Commissioner Portolano-Rose - Abstained because she could not open the minutes on DropBox; and Commissioner Hansen - Not Present. Motion carried with a majority vote of quorum at 9:08 am PST.

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

- 4. FINANCIAL**

- 4.1** Allied Residential Management Financials for May 2024 were provided to the board, except for 95 Burnett, which had April and May 2024 were given due to reporting schedule by the management company. The May 2024 Check Issued Report was provided as well as the May 2024 Local Government Investment Pool report.

[*ACTION]

MOTION made by Commissioner Pierce and seconded by Commissioner O'Halloran to approve all Financial Reports listed. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Portolano-Rose - Abstained; Commissioner O'Halloran – Aye; Commissioner Pierce – Aye and Commissioner Hansen – Not Present. Motion carried with a majority vote at 09:14 am PST.

5.0 Old Business

5.1 Housing Choice Voucher Utilization Update (Michael Bishop):

CEO explained that RHA had moved forward on the conversion of the new software on June 1, 2024 for the Section 8 HAP and problems occurred with the conversion as expected from experience with prior conversions over the years from previous housing authorities. Most of the problems found so far are with incorrect landlord payments either due to voucher holders in the wrong landlord/unit or incorrect HAP payments pulled from HUD PIC files that were sent in by YARDI. The CEO had explained that RHA had composed a letter to all landlords and voucher holders that receive UHAP checks but the USPS did not deliver the letters to an estimated 90% of the landlords / voucher holders. The CEO explained that he has been working 7 days a week/ 12-hour days working on corrections on the landlord / voucher holder payments and getting everyone in the correct units and payments.

The Board requested the CEO to provide an update on Landlord Engagement by the September 2024 board meeting.

5.2 Allied Residential Management Update (Charlene DePuy):

Charlene DePuy, Director of Housing Services, explained to the commissioners that Houser Terrace and Sunset Court had high vacancy rates currently due to evictions. With these termination/evictions, there were damages to the units which brought up higher unit turnaround costs. Charlene explained that the partnerships have walked several properties so far properties are looking good. WA Dept. of Commerce audited Kirkland Townhomes and audit came out okay. 95 Burnett was getting an exterior painting, and some additional repairs were being found with deck boards having dry rot and needing replaced. So far, only three decks have had to be repaired/replaced. Further decks around the building will be assessed and if additional change orders are required, we will inform the board at a later date. Currently, the first change over for the 3-deck repair/replacements will push the project over the estimated budget by \$10,000 but safety first in these cases. Commissioner Pierce requested additional statistics to be added to the Allied Residential report. Commissioner Pierce requested a board vote to add this but is not required due to this is not an Actionable Item that requires a board vote.

5.3 Human Resources Update (Michael Bishop):

The CEO explained that at this time, RHA needs more workers on file work instead of a Director of Programs Administration at this time. The CEO wants to invest more money to bring on more temp to hire staff to work the caseloads to alleviate the workload of the three current program specialists handling the caseloads. The CEO let the board know that a new in-house Inspector was being vetted to start in July. The CEO explained that he has brought on one temp-to-hire to add and create a Portability Department and take the Port-Ins and Port-Outs off of the current staff load, which constitutes over 400 Port-Ins. It was also explained to the board by the CEO that two more temp-to-hire will be

in place in July to begin training and help the current staff with their caseloads until they learn the system and processes enough to begin assigning a caseload to them.

The board suggested that the job opportunities be placed on the RHA website or at least have a link to the temp agencies where they were being posted.

5.4 Sunset Gardens Update (Sean McCarty):

Sean gave updates on the CO or Certificate of Occupancy at Sunset Gardens. Currently, RHA only has a TCO or Temporary Certificate of Occupancy and will be limited to having only the required people on the residential and commercial side until the CO has been given by the City of Renton. Currently, there are some outstanding items that will have to be completed before the City can release the CO. Those items are: Low Voltage wiring to be removed from outside power poles; outside power poles to be removed by PSE and then exterior sidewalk sections have to be concreted and finished and remove the plywood boards between the sidewalk sections. Exterior lighting on the Jefferson St. side has to be correctly rewired.

Sean explained that there have been two water leaks so far at Sunset Gardens. The first leak affected 3 units and were being treated with fans by ServPro to dry out the walls, carpet, etc. This leak was caused by a resident pulling on the tub/shower handle to stand up in the tub instead of asking for a grab bar to be installed. The handle has plastic couplings inside the wall casing and once it broke, water started spraying and was not caught until enough water had found its way into other units, which we were then notified.

The 2nd leak occurred a week and half later and flooded a section of the Administrative Offices between Sean's office and CEO's office. Fans are currently being utilized to dry out the walls and carpets. Once everything is dry, an evaluation on what will need to be replaced will take place then per recommendations from the contractor. This leak was caused by an overflowing tub on the 2nd floor unit. Sean informed the board that he and the CEO tested several vacant unit tubs to see why the overflow drain in the tub did not handle the water levels to keep it from overflowing. All specifications for the tub overflow drains were reviewed and were within code. The overflow drains could not keep up with the full pressure of the water if left at full capacity. Sean did discover and will suggest to Allied Residential maintenance to go into the tub handle and turn down the pressure of the water. It will take longer for the tub to fill up by the resident but the overflow drain will be able to handle the water levels and hopefully keep this from happening again.

Commissioner Pierce asked why we did not take just put in showers instead of tub/shower combo's during construction. Sean explained that in prior practice, residents wanted the tub/showers instead of just shower stalls.

5.5 IT Update (Dawn Pacheco/Michael Bishop):

Dawn explained she is currently still updating the server room with the rack equipment and performing onboarding services for the new employees or temp employees.

Board requested a 5–10-minute break at 10:22 am. Returned to the meeting at 10:30 am.

6.0 NEW BUSINESS:

6.1 Resolution No. 2720-2024 Approval of First Financial Northwest Bank Signature Card for Account Ending in 4404

The administration is requesting approval of the First Financial Northwest Bank Signature Card removing several old staff and board members that have not been at RHA for many years and replacing them with Sean and myself. This will get us access to the Certificate of Deposit and see how much we have in it. Currently, RHA does not have access to be informed of the amount. The only information they were willing to tell me was that it was coming due on its term in April 2025. A motion was made by Commissioner Pierce and seconded by Commissioner O'Halloran. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Portolano-Rose – Aye; Commissioner O'Halloran – Aye; Commissioner Pierce – Aye; and Commissioner Hansen – Not Present. Motion carried with a majority vote at 10:41 am PST.

6.2 Resolution No. 2721-2024 Approval of Revised RHA Salary Schedule

The administration is requesting board approval of the revised RHA Salary Schedule. The board had passed the Salary Schedule at the May 20, 2024 meeting but the CEO added two more positions, one being an Administrative Assistant and one being a Lead Program Specialist to be over the Specialists instead of a Director of Program Specialists. All staff, once hired, will be reviewed for their customer service skills with the residents and landlords, ability to work with the other staff and able to communicate and lead, error rates and levels of understanding on program rules and regulations. A motion was made by Commissioner O'Halloran and was seconded by Commissioner Pierce. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner O'Halloran – Aye; Commissioner Portolano-Rose – Abstained due to being unable to view the original Salary Schedule to the Revised Salary Schedule; Commissioner Pierce – Aye and Commissioner Hansen – Not Present. Motion carried with a majority vote at 10:53 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 Wheeler - Aye; Commissioner Portolano-Rose – Aye; Commissioner O'Halloran – Aye; Commissioner Pierce – Aye; and Commissioner Hansen – Not Present. Motion carried by majority vote at 10:54 am PST.

8.0 APPROVAL to Open Closed Meeting [*ACTION]

Motion by Commissioner Portolano-Rose and Seconded by Commissioner Pierce. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner Wheeler – Aye; Commissioner O'Halloran – Aye; Commissioner Pierce – Aye; Commissioner Hansen – Not Present. Motion carried by majority vote at 10.55 am PST.

9.0 ADJOURNMENT of Closed Meeting [*ACTION]

Motion by Commissioner O'Halloran and seconded by Commissioner Pierce. Votes were given as follows: Commissioner Portolano-Rose – Aye; Commissioner Wheeler – Aye; Commissioner O'Halloran – Aye; Commissioner Pierce – Aye; and Commissioner Hansen – Not Present. Motion carried by majority vote at 12:30 pm PST.

DATE: June 24, 2024

Signature

Board of Commissioner Chairperson or Vice-Chair

ATTEST:

Michael S. Bishop, Secretary



SEAL



