



BOARD OF COMMISSIONERS 1032nd MEETING MINUTES

REGULAR SESSION
MONDAY, August 26, 2024, AT 9:00 AM

The Board of Commissioners of the Renton Housing Authority met in Regular Session via in-person for board at 2900 NE 10th St., Renton, WA 98056 and Zoom meeting for guests at 9:00 am on August 26, 2024.

1. CALL TO ORDER

Chairperson Portolano-Rose called the meeting of the Board of Commissioners of the Housing Authority of the City of Renton (RHA) to order at 9:01 am PST.

2. ROLL CALL

Upon roll call, those present and absent were as follows:

PRESENT	ABSENT
COMMISSIONERS	
Chairperson Valentine Portolano-Rose	
Vice-Chair Michael O'Halloran	
Commissioner John Hansen	
Commissioner Kyle Pierce	
	Commissioner Nicholas Lee
STAFF	
Michael S. Bishop - CEO	
Sean McCarty – Director of Construction	
Charlene DePuy – Director of Housing	
Racquel Beckles-Clarke – HR Specialist	
Dawn Pacheco – IT Contractor	
GUESTS	
None Present	

Chairperson Portolano-Rose declared there was a quorum present at 9:02 am and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chairperson Portolano-Rose asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Monday, July 22, 2024. Chairperson Portolano-Rose stated that the financials setup on Drop Box were jumbled and would need to be corrected prior to next meeting so that they are viewable. Vice-Chair O'Halloran moved to adopt the minutes and Commissioner Hansen seconded.

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

Motion Approved at 9:04 am.

4. GUEST COMMENTS

None

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

5.1 ALLIED RESIDENTIAL MANAGEMENT - JULY 2024 FINANCIALS

Commissioner Pierce requested that we add Terminations and Eviction statistics to the Allied Financial Reporting

5.2 95 BURNETT – JULY 2024 FINANCIALS

No Comments Made

5.3 RHA / HCV CHECK ISSUED REPORT FOR JULY 2024

Chairperson Portolano-Rose requested information on certain vendor checks and who they were and what they were for, such as:

Washington State Housing Finance Commission for \$55,242.45 (Partial Interest Payment for Sunset Gardens until Construction Loan converts to Permanent Loan)

Bureau Veritas Technical Assistance LLC for \$12,671 (Air Testing for Sunset Gardens requirements per Lenders)

Tru Diligence for \$149.50 (Backgrounds for Vouchers – Port-Ins/PBV's)

WEX Bank for \$99.49 (Fleet Gas Cards for Authority Owned Vehicles)

Froula Alarm Systems Inc. for \$105 and **Pye-Barker Fire & Safety LLC** for \$680.63 (Sunset Gardens and Sunset Neighborhood Center)
Question over the difference in **Kelly Connect** and **Kelly Create** (Kelly Connect changed names in the month of July to Kelly Create)

5.4 LOCAL GOVERNMENT INVESTMENT POOL – JULY 2024

Commissioner O'Halloran continues to make a request on when RHA will be able to move funds back to this Pool. CEO explained that once we sale the two parcels at Fairwood, hopefully to King County Parks and Recreation, then part of those funds will go to pay off the loan for Rolling Hills Apartments that is coming due on a balloon note of \$1,450,000. The objective is to get this property debt free and remove monthly mortgage costs from RHA, which would increase due to increased Interest Rates. The remainder of any funds from the sale of Fairwood would automatically go back to LGIP for investment.

Commissioner John Hansen moved to ratify Financial Reports for July 2024. Commissioner O'Halloran seconded.

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

Motion Approved at 9:22 am.

6.0 OLD BUSINESS

6.1 HOUSING CHOICE VOUCHER UTILIZATION UPDATE

CEO updated the Board on the progression of housing software conversion and the continued fixes to landlord payments. It was explained that the landlord fixes and voucher holder file fixes are continual and will continue into future months until all is done. More and more landlords are reaching out because they don't look at their records often and found discrepancies in their payments. CEO has fixed several voucher types because the data was inaccurate on the VMS report that goes to HUD, such as the total number of EHV or Emergency Housing Vouchers, Mainstream Vouchers, VASH vouchers, NED or Non-Elderly Disabled Vouchers, PBV or Project-Based Vouchers and RAD PBV or Rental Assistance Demonstration Project-Based Vouchers along with TPV or Tenant-Protection Vouchers. Vouchers were not correctly coded on the transfer from one system to another. CEO continues to look at all types and fix correctly. CEO discussed where staffing was with this department.

6.2 ALLIED RESIDENTIAL MANAGEMENT UPDATE

Charlene DePuy, Director of Housing Services, went over the various new sections in the reports that were requested by Commissioner Pierce in a past meeting. Mrs. DePuy also discussed the electrical issues we had with Brickshire Estates and how Allied did not inform RHA as quickly as they should have. The electric went out of the unit on a Saturday and RHA was not informed until Tuesday. Once RHA obtained the knowledge, we requested Allied move the tenants to hotels until service could be restored by the contractor. PSE had to shut off power to the entire property from the pole so that the contractor could dig up the lines and repair the sections that needed replaced. It was explained to the board that RHA will more than likely put an RFP out for bid at the end of this year and get bids from other companies. Allied may bid on it again. Allied's contract will end in April if it is not renewed. Commissioners asked if there were any service oriented management companies out there that we could send the RFP to. Charlene responded to the board with a yes.

6.3 HUMAN RESOURCES UPDATE

Racquel Beckles-Clarke introduced herself to the board of commissioners as the new Human Resources Specialist for RHA. Mrs. Clarke discussed RHA's plans in the next few months on going over the Employee Personnel Policy with all employees in depth so each employee understands what is in the policy and what is required of each employee and what is required by RHA. It was explained that RHA will be completing Fair Housing training with all employees before the end of this year and will be done annually. It was explained that RHA was looking into purchasing an Employee Evaluation software to assist in monitoring employee progress to ensure that each employee stays on task and that all strengths and weaknesses will be noted and the weaknesses will be setup on Performance Improvement Plan or PIP will be setup to help strengthen the employee's weaknesses to make them a better employee. ID Badges will be completed for each employee before the end of the year and all HCV staff will be going through the HCV Program Specialist training and testing in the next 4 months.

6.4 DEVELOPMENT UPDATE

Sean McCarty, Director of Construction and Development for RHA, gave updates on the CO or Certificate of Occupancy at Sunset Gardens. Currently, contractors are awaiting interior fire doors to arrive to install due to measurement issues and production wait times. Chase Bank required additional air testing on certain floors after the results from the 1st test results came back. Additional punch list items getting completed by contractor before the City will finalize the inspections and review for the completed Certificate of Occupancy.

Sean informed the board that the appraisal by Kevin Russell, an appraiser that King County had contracted with, has been completed and reviewed by King County before sending the completed appraisal to RHA for review on the Fairwood Property. The appraisal came in at a total of \$2,245,000 for both parcels of land, totaling 19.95 acres. The offer from King County has not come into RHA's hands as of yet but we expect it in the next few weeks, prior to the September board meeting.

RHA has the intention of bringing the offer to the Board for approval. RHA does not feel we could get any more than that amount with the restrictions of the lower parcel being in wetlands and keeping development on this property to a minimum and not worth the effort. The best option is to sale and allow King County to utilize it in the Soos Creek Park System and keep it in its natural habitat.

6.5 IT UPDATE

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 and working on continued security on the computer systems. IT will also setup training on Outlook 365 to teach all employees the most of this system to make their work easier.

RECESS BREAK: 10:25 – 10:35 am

7.0 NEW BUSINESS

7.1 RESOLUTION NO. 2722-2024 APPROVAL OF 2025 HUD SAFMR PAYMENT STANDARDS – EFFECTIVE 1/1/2025

CEO explained to the board of commissioners that Congress and HUD added several new metropolitan cities in the Federal Regulations to be required to use the SAFMR instead of the FMR to calculate their Payment Standards. The SAFMR is an acronym for Small Area Fair Market Rents and FMR acronym is for Fair Market Rents. SAFMR's are based upon zip codes in each city of the county instead of just the county for FMR's. Payment Standards are calculated by multiplying the SAFMR for each BR size in each zip code by 90 – 110%. Currently, RHA utilizes 110% of the FMR for calculation of its 2024 Payment Standards and will continue with the 110% of the SAFMR for 2 zip codes, 98055 and 98059. The other four zip codes will be sent to HUD to ask for a waiver to increase these to 120% due to those zip codes are lower than the earlier 2024 FMR's and will affect the voucher holders in the future. RHA is awaiting the specification and requirements by HUD to ask for the waiver, which should be coming out in the next few weeks, per the SAFMR Technical Assistance team that HUD paid to assist RHA with its planning. What the CEO is showing the board will not be the example that will go to the voucher holders to explain what is happening. We are trying to make it simpler to be understood. It is a complicated process anyway, without the changes that HUD pushed out to RHA.

Commissioner O'Halloran moved to ratify Resolution No. 2722-2024.
Commissioner Portolano-Rose seconded.

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

Motion Approved at 11:14 am.

7.2 RESOLUTION NO. 2723-2024 APPROVAL OF RHA LEP POLICY

CEO explained to the board of commissioners that the VCA or Voluntary Compliance Agreement that was sent by HUD FHEO or Fair Housing Equal Opportunity Office of HUD to be completed as just one of many milestones that RHA was out of compliance with after the FHEO office from the 2020 – 2022 Audit that they completed on the prior administration. CEO explained that there were three languages determined to meet the Four-Factor Analysis that the FHEO office required RHA to participate in. The three languages were: Spanish, Chinese (two dialects) and Vietnamese. CEO has already pulled down all HUD forms in all three languages and dialects to have for the staff if the need ever arises. RHA will need to get its forms translated into these languages once we get our forms revised and established to what we need to use or want to use. CEO informed the board that the website should already have Google Translate setup so anyone can change the language and convert what language they need. The CEO stated he would verify that after the board meeting and if it is not that way, it will be by the end of that day.

Commissioner Hansen moved to ratify Resolution No. 2723-2024.
Commissioner O'Halloran seconded.

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

Motion Approved at 11:26 am.

8.0 Adjournment of Regular Session

Commissioner Portolano-Rose moved to adjourn the regular session.
Commissioner O'Halloran seconded.

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

Motion Approved at 11:27 am.

9.0 Approval to Open Executive Session (Closed)

Commissioner O'Halloran moved to Open Executive Session.
Commissioner Hansen seconded.

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

Motion Approved at 11:35 am.

10.0 Approval to Adjourn from Executive Session

Commissioner O'Halloran moved to exit Executive Session.
Commissioner Hansen seconded.

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

Motion Approved at 12:43 pm.

DATE: September 24, 2024

Signature

Board of Commissioner Chairperson or Vice-Chair

ATTEST:


Michael S. Bishop, Secretary



THE SECRETARY OF THE ARMY

WASHINGTON, D. C.

TO THE SECRETARY OF THE ARMY
FROM THE SECRETARY OF THE ARMY
SUBJECT: [illegible]

DATE: [illegible]

THE SECRETARY OF THE ARMY

WASHINGTON, D. C.

TO THE SECRETARY OF THE ARMY
FROM THE SECRETARY OF THE ARMY
SUBJECT: [illegible]

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