



BOARD OF COMMISSIONERS 1034th MEETING MINUTES

REGULAR SESSION

MONDAY, October 29, 2024, AT 4:00 PM (After Public Hearing of 2025 Annual Agency Plan)

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 4:00 pm on October 29, 2024.

1. CALL TO ORDER

Chairperson Portolano-Rose relinquished the Chair for tonight's meeting due to not feeling well and being on Zoom. Acting Chair - Michael O'Halloran called the meeting of the Board of Commissioners of the Housing Authority of the City of Renton (RHA) to order at 4:24 pm PST.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chairperson Valentine Portolano-Rose (Zoom)	
Vice-Chair Michael O'Halloran	
Commissioner John Hansen	
Commissioner Kyle Pierce (Zoom)	
Commissioner Nicholas Lee (Zoom)	
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	

N/A	
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Acting Chair – Michael O’Halloran declared there was a quorum present at 4:25 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Acting Chair - Michael O’Halloran asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, September 24, 2024. No Corrections needed to be done. Commissioner Hansen moved to adopt the minutes and Commissioner Lee 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 4:26 pm.

4. GUEST COMMENTS

None

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

5.1 ALLIED RESIDENTIAL MANAGEMENT - SEPTEMBER 2024 FINANCIALS

Commissioner Lee asked about a Cash Reserve Study for all properties to see where they are at and if required to keep the Reserve Account.

5.2 95 BURNETT – SEPTEMBER 2024 FINANCIALS

No Comments Made

5.3 RHA / HCV CHECK ISSUED REPORT FOR SEPTEMBER 2024

Commissioners requested information on certain vendor checks and who they were and what they were for, such as:

ADO Professional Services – EFT #25072 on 9/9/24 for \$49,286.66 (LHH Staffing Services – ADO Professional Services is the parent company that bills invoices for LHH and this particular invoice expense was 3 months for 4 temps because their invoices were not getting to our emails.)

Black Diamond Workforce Technologies & Svcs LLC – Check #1596 on 9/6/24 for \$3,000 (Billing company for Truvelop Employee Evaluation Program that we will be utilizing for Performance Evaluations – Annual Fee for next 3 years)

Heather Figley – EFT # 25083 on 9/30/2024 for \$4,583.33 (Contract Payroll, Accounts Payable, SEMAP Auditor, Miscellaneous Needs)

Insight Consulting Services LLC – EFT # 25080 on 9/16/24 for \$9,734.25 (Contract IT)

Archdiocesan Housing Authority – Check #1607 on 9/13/24 for \$4,981.71 (Port HAP (Housing Assistance Payments) and AF (Admin Fee) recoupment due to Move-Out of Voucher Holder - coded back to HCV HAP GL account)

Terrane Inc – Check #1613 on 9/13/24 for \$4,950 (Surveyors for the Sunset Garden project for As-Built Drawings to turn into the City for CO review)

Smith Marion & Co Inc – EFT # 25077 on 9/9/24 for \$15,876 (RHA FY Audits for 2021 and 2022 .. invoiced as they complete parts. Each FY is around \$37,000)

ACCESS – Check # 1606 on 9/13/24 for \$7,608.93 (Digitization/Scanning Company working on Tenant Files and Architectural Drawings to be scanned into digital files) Commissioners asked how much we have spent YTD .. spent \$155,603.08 .. scanning is completed)

Foster Garvey – Check #1609 on 9/13/24 for \$5,691.50 (Attorney Services for Sunset Gardens LIHTC project)

Banner Bank – Check #1618 on 9/27/24 for \$10,498.03 (payment is for interest only on Rolling Hills property. Loan was coming due, and we decided to hold and not refinance loan for 90 days and pay interest only each month until Fairwood Property sold, and we could pay off loan note for Rolling Hills of \$1,415,000. But with the encroachment issues putting us on hold for the sale, we have decided to move forward with refinance with zero penalty for early payoff of loan.

5.4 LOCAL GOVERNMENT INVESTMENT POOL – SEPTEMBER 2024

Acting Chair – Michael O’Halloran asked about the LGIP or Local Government Investment Pool and the plans to replenish it back to the \$5,000,000 we had. Once the sale of the Fairwood property has been completed and Rolling Hills loan note is paid in full, the remaining proceeds from the sale will go into the LGIP, which should be around \$815,000 and push the balance back over \$3,000,000.

Commissioner Lee moved to ratify Financial Reports for September 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 4:51 pm.

6.0 OLD BUSINESS

6.1 CEO REPORT

CEO updated the Board on the progress of RHA for the months of September/October. There were only 4 items listed on the report due to the CEO being out with COVID and then Pneumonia. The CEO did work from home while out recovering.

6.2 HUMAN RESOURCES UPDATE

Racquel Beckles-Clarke, HR Specialist, discussed the performance evaluation software called Truvelop. Setup and training will begin in November and the system will launch on January 1, 2025.

Commissioners requested an Organizational Chart at the next meeting

6.3 DEVELOPMENT UPDATE

Sean McCarty, Director of Construction and Development for RHA, gave updates

Commissioner Lee also requested a re-syndication chart for all properties that were under LIHTC to see where we could re-syndicate again and obtain developer fees on the project.

6.4 IT UPDATE

Dawn discussed the Outlook training with staff to assist with shortcuts and help the staff to get the most out of the software to assist them with their workload. Dawn discussed Cyber Awareness training for all staff.

7.0 NEW BUSINESS

7.1 RESOLUTION NO. 2726-2024 Approval of Utility Allowance Schedule - Effective 11/1/2024

The CEO explained to the board of commissioners that every year a third-party consultant does a utility allowance study for the HCV program, per HUD requirements. Each year, utility costs increase and have to be adjusted for the voucher holders that pay the utilities in the units that they are leasing. This helps to decrease their Family Portion of the Contract Rent and HAP monies cover the additional amount to offset the costs to the family.

Commissioner Hansen moved to ratify Resolution No. 2726-2024.
Commissioner Lee 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 5:37 pm.

7.2 RESOLUTION NO. 2727-2024 Approval of 2025 RHA Annual Agency Plan

The CEO explained to the board of commissioners that every year, the housing authority has to complete an annual agency plan, post to the public for comments, meet with the RAB or Resident Advisory Board to go over the plan and obtain comments if they have any and then have the public hearing for the plan and approve the plan with a resolution that then gets sent to HUD. The agency annual plan also has to be reviewed and signed off by the county or state and in RHA's case, it is with King County that signs off on it.

Commissioner Portolano-Rose moved to ratify Resolution No. 2727-2024.
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 5:45 pm.

8.0 Adjournment of Regular Session

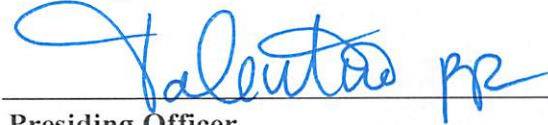
Commissioner Hansen moved to adjourn the regular session.
Commissioner Portolano-Rose seconded.

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

Motion Approved at 5:47 pm.

DATE: November 25, 2024

Signature



Presiding Officer

ATTEST:



Michael S. Bishop, Secretary

SEAL

