



## BOARD OF COMMISSIONERS 1035<sup>th</sup> MEETING MINUTES

REGULAR SESSION  
TUESDAY, November 26, 2024, AT 4:00 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 4:00 pm on November 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 4:04 pm PST.

### 2. ROLL CALL

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

| PRESENT                                 | ABSENT                    |
|-----------------------------------------|---------------------------|
| <b>COMMISSIONERS</b>                    |                           |
| Chairperson Valentine Portolano-Rose    |                           |
| Vice-Chair Michael O'Halloran           |                           |
| Commissioner John Hansen                |                           |
| Commissioner Kyle Pierce (Zoom)         |                           |
|                                         | Commissioner Nicholas Lee |
| <b>STAFF</b>                            |                           |
| Michael S. Bishop - CEO                 |                           |
| Sean McCarty – Director of Construction |                           |
| Charlene DePuy – Director of Housing    |                           |
| Racquel Beckles-Clarke – HR Specialist  |                           |
| Dawn Pacheco – IT Contractor            |                           |
|                                         |                           |
| <b>GUESTS</b>                           |                           |
| N/A                                     |                           |

Chair – Valentine Portolano-Rose declared there was a quorum present at 4:04 pm and proceeded.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Portolano-Rose asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, October 29, 2024. Commissioner Hansen wanted to make a note that the times for the October Board Meeting were off and he felt that the board meeting was held at 1 pm and not 4 pm. Upon further review, we had our Public Hearing prior to the October Board Meeting on Oct. 29<sup>th</sup> and that was posted on RHA's website along with the Agenda for October to start at 4 pm. Due to the review results, the October Board Meeting start time will remain at 4 pm or little after due to Public Hearing for RHA's 2025 Annual Plan. Commissioner 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 4:08 pm.**

### 4. GUEST COMMENTS

None

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

#### 5.1 ALLIED RESIDENTIAL MANAGEMENT - OCTOBER 2024 FINANCIALS

Commissioners discussed the Compliance report with Charlene and due to restrictions, columns with names and identifying information will be removed because it is not needed for the report.

#### 5.2 95 BURNETT – OCTOBER 2024 FINANCIALS

Commissioner Portolano-Rose stated that she could not find the 95 Burnett Compliance Report on the Drop Box. The Secretary will look and see why it was not uploaded.

### 5.3 RHA / HCV CHECK ISSUED REPORT FOR OCTOBER 2024

Commissioners had no questions on checks issued for the month of October.

### 5.4 LOCAL GOVERNMENT INVESTMENT POOL – OCTOBER 2024

Commissioner O'Halloran stated that he would still like to see our investment portfolio grow back to the \$5,000,000 it was at the beginning of the year. The Secretary stated that it would hopefully begin growing again when we sale the Fairwood Property and then close on the Sunset Gardens Construction Loan, when we would get our Developer Fees.

Commissioner Hansen moved to ratify Financial Reports for October 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 4:50 pm.

## 6.0 OLD BUSINESS

### 6.1 CEO REPORT

CEO updated the Board on the progress of RHA for the months of October/November. Secretary discussed the over utilization of the vouchers currently. The HUD HCV Utilization Report from the HCV Dashboard is showing the as of July, RHA was over utilized at 106.7% of RHA's BA or Budget Authority, which is HUD's HAP budget for RHA. It was explained that a majority of the HAP increased BA has been the market driving the rents upwards in Renton, as well as many parts of the country.

The CEO or Secretary of the Board went through the report but would like to only ask questions on the given report and not go over the entire report by individual items so as to save time during the meeting.

## **6.2 HUMAN RESOURCES UPDATE**

Racquel Beckles-Clarke, HR Specialist, discussed the performance evaluation software called Truvelop that is rolling out this month and will begin to be utilized January 1, 2025. Ms. Clarke also discussed the Landlord Survey that went out and over 400 landlords were sent the survey by email and only around 28 responded so far. We can send it out again to gain a clearer understanding of what the landlords are dealing with.

## **6.3 DEVELOPMENT UPDATE**

Sean McCarty, Director of Construction and Development for RHA, gave updates on the CRT or Cedar River Terrace plumbing project. Due to the holiday season and the issue to potential relocation timelines and expense, RHA has asked the contractor to go back and look at potential non-evasive techniques to repair the issue without having to tear out floors and causing issues with non-utility services for the building and relocating tenants to other areas. This non-evasive fix could bide us some time until we possibly re-syndicate and do another full rehab on the building and replace infrastructure at that point in time when the building is empty.

Sean also discussed the Fairwood property and where our attorneys are in the process of discussing with the three property owners about their encroachment issues. It was discussed that the attorney's had been in contact with 2 out of the 3 owners but the third one has not signed the certified mail letter nor reached out from the regular mail letter that was sent. Another certified letter will be going out and possibly looking at Personal Service of this letter in the future so we can get them noticed.

Sean also discussed with the Board that a CO or Certificate of Occupancy still has not been given by the City of Renton as of yet. The delay is with the Civil Drawings getting revised and approved for the as-builts.

## **6.4 IT UPDATE**

Dawn discussed moving forward with inventorying all desks, computer, equipment, tvs, monitors, etc. that is RHA property and inputting them into our computer system to track. The CEO stated that it has been done at prior housing authorities that he has overseen.

## **6.5 HCV PROGRAM UPDATE**

The CEO discussed with the board where RHA was currently with its HCV program vouchers and the data that was in YARDI coming over to the new program SACS was incorrect in many way. The CEO feels that when RHA converted from Lindsey Software in 2019 to YARDI, data was incorrect in Lindsey and then pushed into YARDI and then converted that way into SACS. The CEO has spent mostly 5 months fixing landlord payments and getting units under the correct landlord, payments correct for the voucher holders and units. RHA staff are too new to the new program, and they are struggling to keep up with the workload until new staff are hired to divide out

the workload to make it easier for them, which was why we never replaced the Director of Section 8. The CEO felt more boots on the ground working the vouchers were more important than a director currently. The CEO is currently supervising the program staff.

The CEO explained that KCHA has reached out to RHA and asked why they have not received any paperwork on some of their VASH vouchers that we are working on under our MOU. Upon review, many of the voucher holders on their list were not in SACS at all nor in YARDI. Prior staff did not move them into the system. We are working with KCHA to remedy this. The VA has also reached RHA regarding RHA's VASH vouchers that we have. RHA currently has a cap of 15 VASH vouchers and the VA shows that we are leased up at 14 from referrals that they have provided us. The CEO reviewed the program in YARDI and SACS and both shows we have 11 leased. The CEO went through each of the 14 voucher holders that the VA provided and found that prior staff miscoded 3 of those voucher holders under HCV and not under VASH. The CEO has corrected them and has sent this data to our Fee Accountant to update VMS or Voucher Management System that HUD has us update and send our data monthly by the 22<sup>nd</sup> of each month. The CEO also explained that each voucher type is other than VASH will also need to be reviewed, one by one, to ensure they are coded to the correct voucher type, such as Mainstream, NED or Non-Elderly Disabled, EHV or Emergency Housing Vouchers, RAD PBV or Rental Assistance Demonstration Project-Based Vouchers, RAD TPV or Rental Assistance Demonstration Tenant Protection Voucher, PBV or Project-Based Vouchers, and HCV or Tenant-Based Vouchers along with Port-Ins and Port-Outs.

Based upon the number of vouchers that will need to be reviewed, it may take a couple of months to go through all of the vouchers to correct any and all errors of coding that has occurred over the years.

Commissioner Pierce requested additional reporting on the voucher side and the CEO suggested that since the board chairperson has created a committee to discuss and review what may be needed by the board for the HCV program report, the board needs to wait until the committee has finalized its results and brought it to the board for review and discussion.

Chairperson Portolano-Rose agreed to allow the committee time to discuss and bring something back to the main board for review.

Break: 6:00 pm – 6:06 pm

## 7.0 NEW BUSINESS

### 7.1 RESOLUTION NO. 2728-2024 Approval of TAR Write-Offs for RHA Properties Managed by Allied Residential Management

The CEO explained to the board of commissioners that normally RHA would be bringing these Write-Offs to the board every quarter but Allied had not provided us with these but once before and this will be the second time for 2024. We will be asking for these more frequently so that the balances don't get this high. These high balances should be dwindling now that courts are not as backed up due to COVID anymore.

Commissioner Portolano-Rose moved to ratify Resolution No. 2728-2024.  
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 6:33 pm.

### 7.2 RESOLUTION NO. 2729-2024 Approval of FY 12/31/2025 Operating Budget

The CEO explained to the board of commissioners that every year, the housing authority will create a budget for the administration side as well as the HCV office, based upon Administrative Fees obtained from the HCV program and other sources such as management fees from RHA properties and construction fees from CRT and developer fees being utilized to help offset costs of RHA administration.

Commissioner Pierce discussed budgeting for the HCV program vouchers. The Secretary explained that we don't normally budget for HAP monies because those are Congressional Approved and currently, RHA and all other HCV HA's across the country are running on a CR of 2023 budget passed by Congress and 2024 was never approved on its own. The Secretary explained that HUD is on a budget year cycle of October 1 – September 30 but 2025 Budget has not been approved yet by the House and Senate.

Commissioner Pierce also wanted to do a motion to have RHA Administration create a Draft Budget Policy by this time next year. The Board Chair stated that this needed to wait so that Commissioner Lee, who has a financial background as CFO at his place of employment, can weigh in and be able to vote as well since he was not able to be at the meeting tonight.

The CEO stated that in all 4 housing authorities that he has worked in has there ever been a Budget Policy and did not even know why this would be needed since the only budgets that are required is for the main administrative office expenses/salaries and the HCV department office expenses and salaries.

Commissioner O'Halloran moved to ratify Resolution No. 2729-2024.  
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 7:11 pm.**

#### 8.0 Adjournment of Regular Session

Commissioner Portolano-Rose moved to adjourn the regular 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 7:12 pm.**

#### 9.0 Approval of Executive Closed Session

Commissioner Portolano-Rose moved to ratify the opening of the Executive Closed 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 7:13 pm**

## 10.0 Adjournment of Executive Closed Session

Commissioner Portolano-Rose moved to ratify the adjournment of the Executive Closed 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 7:27 pm

DATE: December 31, 2024

Signature

Presiding Officer

ATTEST:

Michael S. Bishop, Secretary

SEAL

