



BOARD OF COMMISSIONERS 1039th MEETING MINUTES

REGULAR SESSION

Tuesday, April 22, 2025, AT 3:00 PM

The Board of Commissioners of the Renton Housing Authority met in Regular Session via in-person and zoom for board at 2900 NE 10th St., Renton, WA 98056 and Zoom meeting for guests at 3:00 pm on April 22, 2025.

1. CALL TO ORDER

Chair Portolano-Rose called the meeting of the Board of Commissioners of the Housing Authority of the City of Renton (RHA) to order at 3:07 pm PST.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair 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 Facilities/Development	
Charlene DePuy – Director of Housing	
	Racquel Beckles-Clarke – HR Specialist
Dawn Pacheco – IT Contractor	
GUESTS	
N/A	

Chair Portolano-Rose declared there was a quorum present at 3:08 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING – 1037th Meeting

Chair Portolano-Rose asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, March 25, 2025. No corrections were stated by members of the board. 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 3:11 pm.

4. GUEST COMMENTS

None

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

5.1.A ALLIED RESIDENTIAL MANAGEMENT – NO FINANCIALS PROVIDED FOR MARCH 2025

No March 2025 Property Financials were provided for this board meeting due to timing.

5.2 95 BURNETT – NO FINANCIALS PROVIDED FOR MARCH 2025

No March 2025 Property Financials were provided for this board meeting due to timing.

5.3 RHA / HCV CHECK ISSUED REPORTS FOR ~~FEBRUARY~~ MARCH 2025

The Commissioners questioned a couple of checks for March 2025. One was for Inslee Best Doezie & Ryder P.S. for \$7,978.82. The CEO explained that this check was for RHA's attorneys for a 2024 invoice that was never paid and was part of Fairwood Property assistance. A second check questioned was with the Scott Accounting and Computer Services Inc. for \$7,336 for monthly maintenance for RHA's housing software. This amount was catching up invoices that were mailed to PO Box by accident and RHA never received them. The third check questioned was with Insight Consulting Services, LLC for \$10,091.95 for IT Consulting Services with Dawn Pacheco's company.

Commissioners wants to add compliance and HAP Contracts to the next meeting as well as try and get the Auditors to give a review in Executive Session. Commissioner Pierce requested all Regulatory Agreements and HAP Contracts by Property to be uploaded to the Drop Box and also have each properties Balance Sheet provided at the board meeting either by monthly or every other month timeline.

5.4 LOCAL GOVERNMENT INVESTMENT POOL – MARCH 2025

Vice-Chair O'Halloran continues to want to see the LGIP balance back up to the \$5,000,000 balance it was at the beginning of 2024.

Commissioner Hansen moved to ratify the Check Issued Report and LGIP Report for March 2025. 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 3:30 pm.

6.0 OLD BUSINESS

6.1 CEO REPORT AND HCV UPDATE

The CEO asked if there were any questions regarding the CEO Report. The commissioners asked how quick will the 50058's be fixed in PIC and get all Annual Reexaminations up to date. The CEO cannot give an estimated date due to the complexity of the old system issues, the conversion errors, the late Annual Reexaminations of over 400+ files and over 200+ PIC errors. The PIC errors can be done quicker than the Annual Reexaminations because with AR's, you have to get signatures on all forms and verification of income and assets. PIC file errors just have to be fixed and resubmitted to HUD. It was informed to the board that the deadline of May 19th was for the eVMS system to pull PIC data for Housing Authority HAP payments.

The commissioners asked about the Failed % rate for inspections and was that normal. It was explained that it is normal currently because we are catching up inspections from the 2 years that inspections halted during COVID and landlords did not do repairs as they should have. With the upcoming NSPIRE protocols that are going to start on October 1, 2025, the initial Fail % for the landlords with single or few properties will have stricter rules to follow than with HQS that is the current standard.

Commissioner Lee wanted to see if the Auditors could do a review in Executive Session for the board. I can ask but they may not be available due to the time difference. They will be on CST.

6.2 HR RESOURCES UPDATE

HR Specialist not available for board meeting. The CEO explained that RHA continues to set up weekly training meetings with staff. We had another staff person pass the HCV Specialist exam and we have up to 4 staff with certifications now.

6.3 DEVELOPMENT UPDATE

Sean McCarty, Director of Facilities and Development for RHA, gave updates on the Fairwood property and where our attorneys are in the process of discussing with the three property owners regarding their encroachment issues. Commissioner Lee suggested that we table any discussions over the property issues into Executive Session due to the sensitive material.

Sean informed the board that RHA received Certificate of Occupancy from the City of Renton and it was hanging in the front lobby. He explained it was a long road to acquiring it but it was finally finished. There were a few items that were still outstanding outside but that would be dependent upon the weather to complete those so RHA had to put up a payment bond to the city for those items so that the CO could be released.

Sean went over CRT or Cedar River Terrace plumbing issues with the board and explained that we researched and had the contractor give a bid for a liner of the pipe to take care of the breaks/leaks under the slab so that it was less evasive upon the residents of the building. It will have a cost savings of over \$200,000 and less tenants that will be effected and temporary moved due to the process. A meeting with the residents will occur the week of May 19th and work will proceed the first week of June.

6.4 IT UPDATE

Dawn stated that she would be getting a list of equipment that will need to be written off and discarded due to age/usage for the next board meeting. Working on setting up bar coding for all equipment, desks, property to get into software for depreciation purposes.

7.0 NEW BUSINESS

7.1 RESOLUTION NO. 2734-2025 Approval of HUD 2025 Income Limits

The CEO explained to the board of commissioners that HUD publishes new Income Limit requirements for the HCV program and all PHA's are required to use these limits for the voucher holders in the HCV program. The board resolution is a formality on an otherwise HUD requirement.

Vice-Chair O'Halloran moved to ratify Resolution No. 2734-2025.
Commissioner Pierce 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 4:15 pm.

7.2 RESOLUTION NO. 2735-2025 Approval of Write-Off of Obsolete IT Equipment – Surplus or End of Life

The CEO explained to the board of commissioners that RHA's IT consultant has brought to the board a list of IT equipment that has made it to the end of life and needs to be disposed of. Dawn explained that RHA will be contacting One Green Planet to pick up all equipment on this list for disposal.

Vice-Chair O'Halloran moved to ratify Resolution No. 2735-2025.
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 4:17 pm.

**7.3 RESOLUTION NO. 2736-2025 Approval of TAR Write-Offs for RHA
Properties, managed by Allied Residential**

The CEO handed over the discussion of this resolution over to the Director of Housing, Charlene DePuy and she went over each of the properties TAR balances that need to be written off by the board. Chair Valentine stated that she did not have the file on the drop box so the CEO went back to the office and loaded the file onto the drop box for their review. After the three board members that utilize the drop box reviewed the file that was missing, the board moved to a vote.

Vice-Chair O'Halloran moved to ratify Resolution No. 2736-2025.
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 4:38 pm.

**7.4 RESOLUTION NO. 2737-2025 Approval to establish dates, times and
location of the board meetings**

The CEO put this resolution on the agenda due to a recommendation of RHA's attorney. Now that the date, time has been voted and set up. This was the best date and time available to limit RHA staff from having to go beyond normal work hours.

Vice-Chair O'Halloran moved to ratify Resolution No. 2737-2025.
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 4:44 pm.

7.5 RESOLUTION NO. 2738-2025 Approval of Authorizing Amendments to the Terms of Financing for Sunset Gardens

The CEO discussed this resolution as required by the Bank and Partnership for the authorized amendments to the terms of financing for Sunset Gardens. Due to nature and amount of Sunset Gardens loans and closing amounts, a board resolution was required for the extension with Chase Bank. Chase Bank as well as RHA needed to postpone the conversion of the Construction Loan to Permanent Loan due to the required Environmental Testing that was still being worked out and set up.

Vice-Chair O'Halloran moved to ratify Resolution No. 2738-2025.
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 5:00 pm.

8.0 Adjournment of Regular Session

Vice-Chair O'Halloran moved to adjourn the regular session.
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 5:01 pm.



9.0 Approval of Executive Closed Session R.C.W. 42.30.035 1.g.

Vice-Chair O'Halloran moved to Open Executive Session.
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 5:01 pm.

10.0 Adjournment of Executive Closed Session

Commissioner Hansen moved to Adjourn Executive Session.
Vice-Chair 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 5:51 pm

DATE: May 27, 2025

Signature



Presiding Officer

ATTEST:



Michael S. Bishop, Secretary



**THE 1022nd MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, April 10, 2023, AT 9:00 AM**

Zoom Meeting

<https://us02web.zoom.us/j/88670252046?pwd=Wjl3S0JlVIR3K1Voejk5YkUrcnM5Zz09>

Meeting ID: 886 7025 2046 / Password: 448304

Meeting Call in # +1 253 215 8782 US / Password: 448304

MINUTES

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, April 10, 2023. The meeting was held via Zoom conferencing. Chairperson Wheeler called the meeting to order at 9:08 am.

1. **COMMISSIONERS PRESENT:** Johnnie Barnes, Gerry Marsh and Merna Wheeler. Also present: Michael S Bishop, Chief Executive Officer; Debra McCollough, Director of Human Resources; Sean McCarty, Director of Construction; Charlie McNamara, Interim Chief Financial Officer; John Murphy, Interim HCV Director and Andrea Carruthers, Office Administrative Manager. Guests Present: Nicole Gilbert.

2. **CONSIDERATION OF 1021st BOARD MEETING MINUTES:**

The Check Issued Report needs to be corrected to February 2023 instead of January 2023 for prior month minutes.

MOTION by Commissioner Barnes and a second by Commissioner Marsh to approve the minutes of the 1021st board meeting on Monday, March 13, 2023. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye; Commissioner Barnes – Aye. Motion carried with a majority vote of quorum at 9:14 am.

3. **AUDIENCE COMMENT:** No Audience comments at that time.

4. **FINANCIAL**

- 4.1. No Unaudited Financial Statements were provided for RHA at this time due to not truly knowing what the actual balance is for the housing authority until all Audits are caught up from 2020 – 2022, which should be by the end of 2023. The February and March 2023 Check Issued Report were provided as well as the February and March 2023 Local Government Investment Pool report. Both months were on this agenda for board approval action since it was not approved last month. [***ACTION**].

MOTION by Commissioner Marsh and seconded by Commissioner Barnes to approve the Check Issued Reports and Local Government Investment Pool Report. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye; and

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Commissioner Barnes – Aye. Motion carried with a majority vote of the quorum at 9:28 am.

4.2. Housing Choice Voucher Utilization update: Michael gave the report on where the HCV Utilization was currently at.

4.2.1. CHAIR Audit progress: Wayneisha Thomas, Program Compliance, stated that the CHAIR Audit was completed and closed by HUD. All files that were reviewed and had issues found have been fixed and corrected.

4.2.2. SEMAP and Performance Indicators: Inspections are being caught up that have been behind for the past year and Annual Reexaminations are being maintained and current. All SEMAP Indicator and file audits will be completed by the CEO until a Director of HCV or COO can be found.

4.2.3. Administrative Plan and Policy Development: Michael is currently in negotiations with Nan McKay to revise the Administrative Plan due to upcoming HOTMA changes, which will be effective 1/1/2024. These changes will require HUD to revise the 50058 form that comes to them via the housing authority housing software. Michael is in hopes to have a draft of the Revised Admin Plan in front of the board in 2-3 months.

4.2.4 Partnership activities with other local PHAs, (port reconciliation, absorptions, inspections, etc.): Michael has a meeting scheduled with KCHA and SHA to attempt to work on a Cooperative Agreement between the 3 HAs on Portability on April 21, 2023. Michael is also sending out notices to all PHA Port-Ins and landlords that receive HAP to go Direct Deposit for June HAP and eliminate checks in April and again in May 2023.

5. OLD BUSINESS

5.1. Allied Residential management update (Charlene was not on board call): Charlene was not on the call to discuss any Allied updates. Debra discussed with the board that the waiting lists will be going to Allied once everything is converted over to them and imputed into their system. This is to help speed up the processing of their application (LIHTC) and our application (HCV). This should cut off between 2-3 weeks on processing time and get people housed quicker. Allied is evaluating common areas for potential murals or pictures. RHA was not happy with the mural designs that they brought to the table. They will be reevaluating it. Allied is getting fewer complaints from tenants and things seem to be going smoother now. Commissioner Wheeler had a question about Houser Terrace's bed bug issues from

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the past and wanted to know if they were under control now. Sean stated that was over 6 months ago and they he thinks that everything should now be under control and nothing else has been informed to RHA regarding this issue recently but we would reach out to Allied and pose the question to them and confirm.

5.2. 95 Burnett Occupancy accounting and renovation update (Charlene, Debra): Debra informed the board that the gym was moved out of the hallway into a room. Murals were being considered for lobby's but the designs were not to RHA's liking and wanted them redesigned or look for alternatives.

5.3. Human Resources update (Debra): Debra informed the board that RHA is currently following the State of Washington's requirements and they have removed the requirement for fully vaccinated to be employed, so RHA has removed that requirement but will implement again if the State brings it back. RHA has hired Sandra Turner as the Assistant Controller due to her 15-20 years' experience in accounting. Lisa Tighe is from a temp agency also and has around 15 years' experience in payroll and accounts payables. Meron Tadege will begin this week from a temp agency and has experience from non-profits. HCV candidate interviews continue with Wayneisha, Brandy and Shakera. RHA is looking to hire 2-3 HCV specialists and one assistant. Wayneisha was promoted to Manager in the HCV department. There will be one (1) interview for HCV Director at the end of April.

5.4. Sunset Gardens development update (Sean): Construction work continues progressing. Sean stated that the anticipated Certificate of Occupancy for Sunset Gardens is October 2023 and all 75 units has to be fully occupied by December 31, 2023.

5.5. IT update, RENT Café' and SharePoint document management (Dawn/Michael): RHA will be going through a software conversion from YARDI to SACS or Scott Accounting and Computer Systems. Staff have viewed the SACS system and they like the simplicity of it and it will be easier to train new staff. SACS is 1/3 the total cost in the initial year and will be about 1/4 the cost of YARDI after that. Initial year cost also has training, setup, travel, etc. embedded into it. Both John and Michael have used the SACS system before. It will be good for operations and less complicated with greater customer service. SACS will have its own landlord portal, applicant portal, resident portal, employee portal. Web applications will be completed through the SACS system and website. RENT Café' will continue until the conversion is completed.

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6. NEW BUSINESS:

- 6.1 **Resolution # 2684-2023** (had to move number forward by 1): Administration requested board approval of the transfer of signature authority from Mark Gropper to Michael S. Bishop between RHA and Golden Cedars, LLLP (changed from LP to LLLP).
Motion by Commissioner Wheeler and seconded by Commissioner Marsh. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried with majority vote of quorum at 9:48 am.
- 6.2 **Resolution #2685-2023** (moved number forward by 1): Administration requested board approval to sell 15 vehicles, 1 tractor, 2 trailers and trade 2 vehicles with current administrative vehicles to get updated vehicles with warranties and maintenance packages and alleviate storage costs monthly (provided list to board).
Motion by Commissioner Barnes and seconded by Commissioner Wheeler. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 9:52 am.
- 6.3 **Resolution #2686-2023** (moved number forward by 1): Administration requested board approval sell maintenance tools and equipment (ladders, etc.) and janitorial equipment and alleviate storage costs monthly (provided list to board).
Motion by Commissioner Barnes and seconded by Commissioner Marsh. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 9:56 am.
- 6.4 **Resolution #2687-2023** (moved number forward by 1): Administration requested board approval to write-off Fairwood Property Miscellaneous Items stored at property (provided list to board).
Motion by Commissioner Marsh and seconded by Commissioner Barnes. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:02 am.
- 6.5 **Resolution #2688-2023** (moved number forward by 1): Administration requested board approval of write-off of obsolete laundry equipment for all RHA properties (provided list to board). New equipment will be leased and not owned so RHA would not have to deal with maintenance of equipment and removal/replacement in future.
Motion by Commissioner Barnes and seconded by Commissioner Marsh. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh –

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Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:06 am.

- 6.6 **Resolution #2689-2023** (moved number forward by 1): Administration requested board approval to write-off obsolete IT equipment (provided list to board). Motion by Commissioner Marsh and seconded by Commissioner Barnes. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:08 am.

- 6.7 **Resolution #2690-2023** (moved number forward by 1): Administration requested board approval to write-off tenant account receivable balances debt of all properties under Allied Residential management. RHA and Allied will still continue to attempt to collect any debt written off and if the unit is subsidized, then the person would need to pay off the debt before getting future subsidized housing. Motion by Commissioner Barnes and seconded by Commissioner Marsh. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:10 am.

7. AUDIENCE COMMENT: No comments from the audience at this time.

Commissioner Barnes wanted to review new employee's resumes. Michael reminded the board that day-to-day operations are not in the board's duties and that needed to be left to administration of RHA. If the lines of duties are crossed over by board members, then they cannot be protected by Liability Insurance and they would have to stand on their own. The only employee that the board can review and have any say is the CEO position, which is a contract position that they oversee only.

8. ADJOURN [*ACTION]

Motion by Commissioner Wheeler and Seconded by Commissioner Barnes to Adjourn. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:12 am.

9. EMERGENCY EXECUTIVE SESSION:

Motion to Enter Into Emergency Executive Session made by Commissioner Wheeler and seconded by Commissioner Barnes. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:14 am.

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Motion to Exit Emergency Executive Session was made by Commissioner Barnes and seconded by Commissioner Wheeler. Votes were given as follows: Commissioner Wheeler – Aye; Commissioner Marsh – Aye and Commissioner Barnes – Aye. Motion carried by majority vote of quorum at 10:36 am.

DATE: April 10, 2023

Signature: Merna Wheeler
Merna Wheeler, Interim Chairperson

ATTEST:

[Signature]
Michael S. Bishop, Secretary



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