



BOARD OF COMMISSIONERS 1037th MEETING MINUTES

REGULAR SESSION

Tuesday, February 25, 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 February 25, 2025.

1. CALL TO ORDER

Vice-Chair O'Halloran called the meeting of the Board of Commissioners of the Housing Authority of the City of Renton (RHA) to order at 3:01 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 (Zoom)	
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	

Vice-Chair O'Halloran declared there was a quorum present at 3:02 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice-Chair O'Halloran asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, January 28, 2025. No corrections were stated by members of the board. Commissioner Pierce moved to adopt the minutes and 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 3:03 pm.

4. GUEST COMMENTS

None

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

5.1.A ALLIED RESIDENTIAL MANAGEMENT – JANUARY 2025 FINANCIALS DELAYED UNTIL MARCH MEETING

Charlene has been out sick and out due to family death. Financials for January 2025 will be delayed until the March 2025 board meeting and combine them with February 2025 Financials. The CEO did report to the board that Charlene and the CEO was working on streamlining the Property Financial Reports to get everything on one sheet instead of all the paper or digital files that they have to go through.

5.2 95 BURNETT – JANUARY 2025 FINANCIALS DELAYED UNTIL MARCH MEETING

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5.3 RHA / HCV CHECK ISSUED REPORTS FOR JANUARY 2025

The Renton False Alarm Reduction Program check for \$450 was questioned by the Board Commissioners and the CEO explained it was due to the Fire Department callouts for Sunset Gardens. Commissioners also asked about the Smith Marian & Co, Inc. for \$23,322 was payment for the FY2023 audit so far and there will be a final payment when they are done with the Draft and submitted to HUD and Federal Audit Clearinghouse.

5.4 LOCAL GOVERNMENT INVESTMENT POOL – JANUARY 2025

No comments from the board on the Local Government Investment Pool.

Commissioner Lee moved to ratify Financial Reports for Check Issued and LGIP Report for January 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 3:09 pm.

6.0 OLD BUSINESS

6.1 CEO REPORT

The CEO asked if there were any questions on the CEO report provided to all board members. The board requested that the CEO provide a report on Inspections with the CEO report or HCV report to show the number of Failed Inspection % for the month.

6.2 HUMAN RESOURCES UPDATE

Racquel Beckles-Clarke, HR Specialist, discussed how the Performance Evaluation program has begun, and all staff has been utilizing it. She stated to the board that she has been revising all job descriptions and going over them with each employee and then setting up different programs for staff training and other types of assistance for employees to utilize to assist them in their jobs. Morale in the office has really turned in a positive direction.

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.

Sean stated that RHA was to the point with this process, to help speed things along, to get bids on Survey costs and costs associated with title registration to sign over the encroached parcel sections to those three owners for the divided cost of the survey and title work. If the total cost was \$30,000, then it would be \$10,000 between the three property owners. We have checked with King County and they did not feel if we did that, the offer of the \$2,245,000 would remain as is and not come down any. Any attorney costs could be requested by RHA to King County Parks and Recreation and they could increase their proposal for that amount so that RHA were not out any funds for this process because they are requiring a clean title before purchasing the property.

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 due to an easement for the sewer lines missed on the Civil Plan Submissions. Sean explained that the language of the Easement was sent to the partners, sent back to the City and the City wanted additional corrections made, which forced it to go back to the Partnership for review. All legal descriptions have been signed and notarized by RHA and sent to the City for their signatures and they would be the one that

Sean also discussed Sunset Gardens air quality testing that Chase Bank has required on a third round but each round has come under the EPA guideline numbers. Sean informed the board that 2 additional rounds of testing will be required by Chase, one in the summer and one in the fall/winter again for them to move forward with conversion of the construction loan to a permanent loan.

6.4 IT UPDATE

Dawn discussed the OWL system that we are currently using for the Zoom meetings and explained that she had to disable the Owl Bar and we setup the laptop on the board table and is projecting the signal to the tv on the wall. This process has helped with connectivity with the OWL system. Dawn also discussed RHA's plans to bar code all desks, equipment and keep in RHA's housing software as Fixed Asset Inventory and values.

Dawn continues to on-board new employees and remove old employees and this has slowed down now that we have obtained a good team that seem to work well together.

6.5 HCV PROGRAM UPDATE

The CEO that the numbers were still the same since the last report given to the board because all data was still reviewed and fixed. This is a major work in progress.

7.0 NEW BUSINESS

7.1 RESOLUTION NO. 2732-2025 Approval of Public Records Request Policy

The CEO explained to the board of commissioners that RHA's previous Public Records Request Policy was old and outdated. We did not have a version that we could redline and had to retype into the revised format we wanted, based upon the State law.

The vice-chair asked the question of can RHA request identification from the requestor so we know who we are dealing with. We explained to the board that we did not think we could but we would reach out to the State and asked questions. Until then, this policy outlines how we handle Public Records Requests and who will be assigned to handle those requests.

Commissioner Pierce moved to ratify Resolution No. 2732-2025.
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 4:10 pm.

8.0 Adjournment of Regular Session

Commissioner Hansen 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 4:16 pm.

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

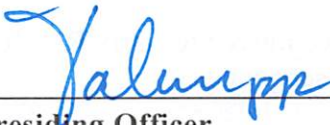
No Executive Session was needed today

10.0 Adjournment of Executive Closed Session

No Executive Session was needed today

DATE: March 25, 2025

Signature



Presiding Officer

ATTEST:



Michael S. Bishop, Secretary

SEAL

