



BOARD OF COMMISSIONERS 1040th MEETING MINUTES

REGULAR SESSION
Tuesday, June 24, 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 June 24, 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 3:03 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	

Chair Portolano-Rose declared there was a quorum present at 3:04 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING – 1039th Meeting

Chair Portolano-Rose asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, April 22, 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 (Zoom)	x			

Motion Approved at 3:07 pm.

4. GUEST COMMENTS

None

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

5.1.A ALLIED RESIDENTIAL MANAGEMENT – FINANCIALS PROVIDED FOR MARCH, APRIL and MAY 2025

March, April and May 2025 Property Financials were provided for this board meeting. Financial summaries of all Allied Properties were discussed by Charlene DePuy, Director of Housing Services. Commissioner Lee commented on the overall financials of the property reporting and asked the staff if there is value in reporting individual properties and whether it was burdensome on staff to compile those reports. Charlene and CEO explained that the summary report for all properties was easier to compile, and additional time was needed to create the individual reports and pull in one format and save in a different one once all areas are created.

5.2 95 BURNETT – FINANCIALS PROVIDED FOR MARCH, APRIL and MAY 2025

March, April and May 2025 Property Financials were provided for this board meeting. No additional comments were provided.

5.3 RHA / HCV CHECK ISSUED REPORTS FOR APRIL and MAY 2025

The Commissioners questioned a couple of checks for April 2025 and asked about Check #10100 to the City of Renton for \$8,625. It was explained that this check was provided to the City as a type of Performance Bond due to additional road striping still required to obtain the Certificate of Occupancy but scheduling and weather had to be taken into account. Bond was issued and RHA obtained Certificate of Occupancy. Striping was completed within the next 4 weeks and awaiting the return of these funds back from the City after they complete an inspection to ensure all work items were completed. Commissioners questioned Check #10115 to Brawner Company for \$197,107.11. It was explained that Brawner is a development consultant that assisted RHA with the Sunset Gardens project and continue to assist until the Construction Loan is converted to a Permanent Loan. They had not been paid for prior work, and this got them caught up to date. The questioned EFT# 25292 to Valley Springs Apartments LP for \$7,478 and this was explained to be HAP payments to this landlord for an older tenant that they had not been paid from when they were in the old software. After a review of their account, they indeed had not been paid and I could not pay this landlord via the Section 8 system if the did not currently have a tenant. So, we run the EFT through our Payables system but coded the GL back to the Section 8 Housing Assistance Payments. Commissioners questioned EFT#25298 for the State Auditor's Office for \$7,775.69. Administration explained that the state auditor's office still has to perform an accountability audit on the independent auditors' papers for prior audits they have been working to catch RHA up on. EFT#25317 to Smith Marion & Co Inc for \$12,500 was questioned and explained that this was for our FY2023 audit expenses. The total contract was around \$36,500 for the year but they invoice in increments.

The Commissioners questioned a couple of checks for May 2025 and asked about Check #10151 to Ricketta Williams for \$660. This was a similar payment as we had in April but this time this is a Utility Assistance Housing Assistance Payment that should have been paid to her but was not and she was no longer a tenant in our Section 8 system but we had to make her whole. We ran the monies through Payables but coded it back to the Utility Housing Assistance Payment for the GL. Check # 10153 to Everon/ADT Commercial for \$2,697.17 was questioned by commissioners because it looked out of the ordinary. It was explained that this was a deposit down for the 7 new cameras being installed into the RHA spaces and setting up online access to the cameras on our phones for when we get intrusion alarms and we can determine if the police need to be called or not. Currently, the alarms go off and police are dispatched because we cannot view inside the offices from outside the server room before and did not have good coverage on the existing few cameras we had. Commissioners questioned Check #: 10155 to HARRP for \$63,915. This amount was for Property Liability on the RHA properties owned outright without a partnership agreement, Auto Coverage, Errors and Omissions Coverage (all RHA staff, board members and all of the housing units), and Fidelity and Crime coverage. The RHA properties that this covers includes 4-Plex, Brickshire Estates, Rolling Hills, Glennwood Townhomes, Kirkland Townhomes, the parcels of land that we still have from our old Public Housing developments along with coverage of the 2 city properties that we are managing for them and the Fairwood Property. Insurance increased by 24% from the previous year.

Commissioners questioned Check # 10156 to Scott Accounting and Computer Services Inc for \$2,700. It was explained that normally, a monthly charge would be around \$850 per month but the \$2,700 amount were for several invoices that were not paid due to them mailing to our old PO Box that is non-existent. Apparently, the Post Office did not forward the invoices. We now have all invoices coming to email so this does not happen further. Commissioners questioned the EFT# 25334 and #25343 to Housing Consultants of America for the amounts of \$26,560 each. The first EFT#25334 was sent but returned because the company sent us their wiring account number and not their ACH account number, which is a different number. They did not pay attention to the form they completed. We voided that EFT and setup the second one with the correct account numbers for #25343 a week later and got this initial deposit for travel expenses to get the consultants ready to start for June 2025 to assist RHA with overdue Annual Reexaminations of Section 8 residents. The last EFT# questioned was #25348 to Smith Marion & Co, who are our contracted Independent Auditors. This was the last invoice payment for FY2023 audit. The auditors are scheduled to be at RHA offices July 8-10 for FY2024 audit, which is not due to HUD until 9/30/2025. The last check

5.4 LOCAL GOVERNMENT INVESTMENT POOL – APRIL and MAY 2025

Vice-Chair O'Halloran continues to comment that he would like to see this pool begin to grow again. Administration would be looking at this pool's return to see if the monies could be placed in a different portfolio and gain more interest than being returned via this State pool.

Commissioner Hansen moved to ratify the Financial Property Reports for March, April and May 2025 along with the Check Issued Report and LGIP Report for April and May 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 (Zoom)	x			

Motion Approved at 3:57 pm.

6.0 OLD BUSINESS

6.1 CEO REPORT AND HCV UPDATE

The CEO gave a quick overview of the report since they had it prior to the board meeting to review.

The CEO discussed the issues with the upcoming removal of funding for the EHV program voucher by Congress. The estimation of the end of the program was expected to be in October 2026 but with increased rental costs and increased HAP expenses, that estimation date has been moved up to around January 2026 to end the EHV vouchers. RHA currently has 60 vouchers under this program and RHA is awaiting guidance to be issued on how they will allow PHA's to transition these vouchers, if possible, to other voucher programs. That is only if the Budget Authority has cap space to move them under it.

RHA, SHA and KCHA met as a group with Congressman Adam Smith about housing voucher issues and our concerns across the board with the EHV program on June 18th. Between the three housing authorities in King County, we serve approximately 1,300 EHV vouchers that will lose their housing when the EHV program ceases to be funded. It was explained in the meeting that when Congress created the EHV voucher program back in 2021 due to COVID, it was never intended to be a permanent solution. We informed the Congressman that we understood that, but we also explained to him that an average Section 8 household remains on the program for an average of 8 years before they can be stable enough to transition off of the voucher program on their own. And that is only for the families that work. The disabled/elderly families that have fixed incomes and no family to assist them were basically going to be on the program for the rest of their lives. So, cutting the program without additional funding in the other voucher programs to help offset the costs were not good for these individuals or families in question. They will be back on the street once the program funding ceases. Even though we were only dealing with 1,300 families in this county, the EHV program accounted for over 70,000 vouchers across our country.

6.2 HR RESOURCES UPDATE

HR Specialist, Racquel Beckles-Clark, updated the board that RHA lost one of our Portability Specialists because they did not meet the main requirement of their job description, which was to obtain a passing score of 70 or above on the HCV Specialist exam. RHA gives each employee two chances to pass the exam, and the CEO has offered all employees his time and expertise to go over all the information to assist them but not all employees take him up on it. This standard is in place to provide the best quality employees to serve our section 8 clients and ensure that we are calculating their portion of the contract rents correctly because they are low income and don't have the resources to pay more than they are required to. RHA has made an offer to someone that was impressive in the interview and just awaiting their notice period for their job they are leaving. Racquel discussed our Performance Management Evaluation system and we are performing quarterly evaluations to keep staff on target with their goals to help them improve in their job.

6.3 DEVELOPMENT UPDATE

Sean McCarty, Director of Facilities and Development for RHA, stated that there were not any further updates at this time on the Fairwood Property.

Sean discussed the Cedar River Terrace plumbing issues and how the liner had been installed by the contractor and they actually came in under their estimated timeline and only took approximately 5 days to complete the work and now the pipe issues have been corrected. The liner system will last approximately 15-20 years and hopefully, by that time, we can look at re-syndication and renovate the entire building infrastructure at that time before any future issues occur. This saved our estimated project costs about \$200,000 and a lot of potential disruption with the existing tenants if we had gone with the original route of pulling out the old pipe and laying new.

Sean discussed issues with Sunset Gardens and with upgrades to the camera and adding door alarms to the exit doors to the stairwells going outside. They are being propped open and we hope this will help deter. If we can determine who is propping open the doors, then we can address the issue with the tenant that is either doing it or allowing someone in his home to do it.

6.4 IT UPDATE

Dawn stated that she had set up workstations for the three consultants from HCOA or Housing Consultants of America in the HCV department at the large wood table and at the two desk areas. She also talked about the camera upgrades that were being completed in the RHA offices to add additional cameras watching all exterior door exits and interior doors going to elevator equipment rooms and fire panel room. Dawn also stated that RHA was upgrading equipment to adhere to the new Cyber Insurance Policy requirements that get updated annually.

7.0 NEW BUSINESS

7.1 RESOLUTION NO. 2739-2025 Approval of FY2023 Independent Audit

The CEO brought the FY2023 results to the board for approval. The FY2023 Independent Audit has already been submitted to HUD FASS system and FAC or Federal Audit Clearinghouse back on 5/22/2025. The audits are under review by HUD. It was explained that the Board Resolution for the audits are required so that HUD knows that the administration is bringing the audits to the boards for review.

Vice-Chair O'Halloran moved to ratify Resolution No. 2739-2025.
Commissioner Hansen seconded.

Commissioner Lee lost his Zoom Connection and did not vote. A quorum still existed, and the board meeting could continue on.

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

Motion Approved at 4:52 pm.

7.2 RESOLUTION NO. 2740-2025 Approval of Revised RHA By-Laws

The CEO brought the revised RHA by-laws up for board approval upon the request of the board chair to add a communication section to help bring clarity on how the board communicates with the RHA CEO and clear up vagueness in the prior policy. Chairperson Portolano-Rose requested a couple of changes to the language of the sections in question. Section 7, page 3, change the CEO to Agency and fix language to match Section 12, page 8. Section 12, page 8, needs to have "within 90 days after the passage of this resolution" after business purposes in the first sentence.

Vice-Chair O'Halloran moved to ratify Resolution No. 2740-2025.
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 5:13 pm.

7.3 CEO provided a Draft Copy of the FY2026 RHA Agency Annual Plan for their review before the Public Hearing that will occur prior to the September Board Meeting. The Annual Plan has to be submitted to HUD by 10/15/25

7.4 Board of Commissioners are required to sign the Conflict of Interest forms annually and we need to get these signed for 2025.

8.0 Adjournment of Regular Session

Vice-Chair O'Halloran 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 5:01 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 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 5:01 pm.

10.0 Adjournment of Executive Closed Session

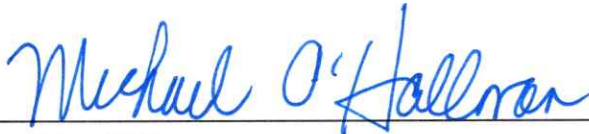
Commissioner Hansen moved to Adjourn Executive Session.
Vice-Chair O'Halloran seconded.

	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: July 22, 2025

Signature



Presiding Officer

ATTEST:



Michael S. Bishop, Secretary

SEAL

