



BOARD OF COMMISSIONERS 1038th MEETING MINUTES

REGULAR SESSION

Tuesday, March 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 March 25, 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 3:02 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 3:02 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, February 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 3:04 pm.

4. GUEST COMMENTS

None

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

5.1.A ALLIED RESIDENTIAL MANAGEMENT – JANUARY & FEBRUARY 2025 FINANCIALS

Charlene discussed Financials for January and February 2025. Charlene informed the board that RHA was attempting to consolidate the financials into one sheet so that it is easier to view. The print came out small on the printout for the paper board packets, but the electronic version was fine. Commissioner Hansen expressed the desire to increase the font size to see that it could be easier to read the paper versions.

5.2 95 BURNETT – JANUARY & FEBRUARY 2025 FINANCIALS

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5.3 RHA / HCV CHECK ISSUED REPORTS FOR FEBRUARY 2025

The Commissioners questioned several checks for February 2025. One was for AHRP – Affordable Housing Risk Pool for \$1,601.00. The CEO explained that the AHRP is our Insurance Pool for LIHTC properties and that this particular check was for Sunset Gardens additional coverage required by the partnership. Another check questioned was with the King County Treasury Operations and the CEO could not remember what this was for and would get background on it for the board. Upon review, there were four invoices for property taxes on 4 lots, one including the Fairwood Property that we are attempting to sale. The 4 property tax invoices totaled \$487.89. There were two invoices paid out to ADO Professional Solutions, Inc. One for \$18,675.65 and one for \$2,576.69 and these were for the Temp Agency for our Front Desk Receptionist. Their invoices were blocked by Microsoft 365 and we finally got access to them and had to cover several weeks of payments for the one check and the last one was a buyout of the contract to hire Corrina directly. No further questions regarding the Check Issued Report for February 2025.

5.4 LOCAL GOVERNMENT INVESTMENT POOL – FEBRUARY 2025

Vice-Chair O'Halloran wants to see this Pool get back to the \$5,000,000 that it had before. No other comments regarding this Pool Balance.

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 3:49 pm.

6.0 OLD BUSINESS

6.1 CEO REPORT AND HCV UPDATE

The CEO discussed the ongoing PIC submission issues. It was explained that the PIC system is the HUD system that our 50058 Family Reports for any and all changes to the families that we house go into and updates HUD on their portion and the HA's HAP portion. The CEO received an email from HUD dealing with the eVMS system that will be rolling out soon and all HAP will be paid out from all PIC submissions. If the PIC submissions are not caught up and kept up to date on (all late AR's need to be completed and submitted) or we will not be paid on those files in the future. Currently, the

VMS system is a self-certified system for prior month submission. Each HA has to submit prior months data by the 22nd of next month. But with the eVMS system, they will pull that data over from PIC or HIP, when it changes. It will be a more accurate, up-to-date payment system for HAP and AF's.

Commissioners asked about the Landlord Recruitment, and it was explained that our HCV Inspection Coordinator has added additional duties of Landlord Liaison and will be reaching out to various landlord associations and groups for recruitment purposes as well as compile a more accurate program description for existing landlords to make it easier for them to utilize the landlord portal and understand the program rules that may never have been explained to them in the past from prior administration.

Commissioners also asked about NSPIRE and landlord and client notification and the CEO stated that we would be sending out a flyer about the NSPIRE by JUNE once we know for certain that it will roll out on October 1, 2025 without an extension again.

CEO also had some HCV update statistics in the CEO report to assist with the Boards request as well as a calendar of HUD due dates for 2025.

6.2 HUMAN RESOURCES UPDATE

CEO discussed HR report with the board due to Racquel being out on vacation this week. Employee retention for Q4 of 2024 and Q1 of 2025 was reported and is showing significant improvement in retention, going from 23% to 7%. Workplace culture has reflected a positive shift. Ongoing training initiatives with each employee is a huge goal of RHA and 52 hours of continued education hours each calendar year is required. Part of that training is Partnership Mondays where we discussed issues that Administration is having along with issues that employees are dealing with to help find immediate solutions. April will be Fair Housing Month and additional hours of training can be obtained during that month. Staff will get HOTMA training prior to implementation on July 1, 2025. HCV Program Specialists and Portability Specialists are still going through their 5-day course and have to pass an exam to continue with RHA. RHA has had 3 employees take the exam and three employees pass so far. The Performance Evaluation System by Truvelop has begun and all supervisors are having to complete the 1st quarter evaluation of their staff to help them create goals and KPI's to help them improve in their position. The CEO answered a previous board meeting question on whether or not RHA can require identification on individuals requesting a Public Record Request. And the answer is no, we cannot. We can ask who is requesting so we can place it on our log file but they can make up a name. If the person making the request wants documents emailed to them, then they have to provide an email to send them to but after a cost is compiled and sent to them for approval to move forward.

Commissioners asked if we were required to Index the Public Records requests and I stated I would get with Racquel when she returns from vacation.

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 informed the board that the quickest option was to get a survey completed and do a Border Line Adjustment and remove those three parcels off of the Parcel with the 14 acres and keep them in RHA's name and they will not be sold with the two main parcels and have King County adjust their Offer to Purchase accordingly. This way, we will not be tied up in court and not be able to sale the parcels for quite a long time.

Sean informed the board that we still have not received our Certificate of Occupancy from the City of Renton and that we have received an email from the WA Department of Commerce stating that if we cannot get CO soon, they will pull all monies back, which also could mean the Award that we received for the building via the City's application on our behalf. There are a few items on a outstanding checklist by the city civil requirements that have been holding RHA and its contractor up because we feel several of the items on the checklist are not our responsibility but the H-CON contractor that the city contracted with to upgrade the water lines in this area from an 8" to 12" High Pressure for Fire Suppression systems. We have been waiting for the city for nearly 3 weeks for an answer to our opposing of several of the items on their list. If we have not received an answer within the next few days, we will reach out to the Mayor's Office and ask for clarification on whose responsibility it is because we need to get these items completed or removed so we did not lose the \$2,500,000 loan from the WA Dept. of Commerce. The items in question were the striping of the streets that the city tore up and replaced the water lines. That is the responsibility of their contractor, not ours.

Commissioners stated that we could reach out to Ed VanValey, Chief Administrative Officer for the City to get the ball rolling quicker.

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. 2733-2025 Approval to Authorize Signature Authority for all Renton Housing Authority Properties

The CEO explained to the board of commissioners that RHA had previous did a Resolution before I arrived that was supposed to cover signature authority and contract management authority across the board for the new CEO upon his start date but it was very generic and the banks did not like it and wanted something more specific to Signing Authority. Hence this Resolution.

Commissioner Hansen moved to ratify Resolution No. 2733-2025.
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 5:18 pm.

8.0 Adjournment of Regular Session

Vice-Chair O'Halloran 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 5:19 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 5:23 pm.

10.0 Adjournment of Executive Closed Session

Vice-Chair O'Halloran moved to Adjourn Executive Session.
Chair 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 6:00 pm.

DATE: April 22, 2025

Signature


Presiding Officer

ATTEST:


Michael S. Bishop, Secretary



SEAL



