BOARD OF COMMISSIONERS 1042nd MEETING MINUTES

REGULAR SESSION
Tuesday, September 23, 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 September 23, 2025.

1. CALL TO ORDER – PUBLIC HEARING FOR FY2026 ANNUAL PLAN

Chairperson Portolano-Rose called the meeting of the Board of Commissioners of the Housing Authority of the City of Renton (RHA) to order at 3:00 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	
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	
None	

Vice-Chair O'Halloran motioned to Open the Public Hearing for the FY2026 Annual Agency Plan and Commissioner Hansen seconded the motion. Votes were as follows:

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

There were no one from the public at the Public Hearing and no comments from the board or staff over the FY2026 Annual Agency Plan.

3. ADJOURNMENT OF PUBLIC HEARING FOR FY2026 ANNUAL PLAN

Vice-Chair O'Halloran made the motion to adjourn the Public Hearing for the FY2026 Annual Agency Plan. Chairperson Portolano-Rose seconded the motion.

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

Motion Passed with majority vote at 3:06 pm.

4. CALL TO ORDER – REGULAR BOARD MEETING

Chairperson Portolano-Rose called the meeting of the Board of Commissioners of the Housing Authority of the City of Renton (RHA) to order at 3:06 pm PST.

PRESENT	ABSENT
COMMISSIONERS	
Chair Valentine Portolano-Rose	
Vice-Chair Michael O'Halloran	
Commissioner John Hansen	
Commissioner Kyle Pierce	
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	
None	

5. APPROVAL OF MINUTES OF THE PREVIOUS MEETING – 1041st Meeting

Chairperson Portolano-Rose asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, July 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			

Motion Approved at 3:07 pm.

6. GUEST COMMENTS

None

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

7.1 ALLIED RESIDENTIAL MANAGEMENT – FINANCIALS PROVIDED FOR JULY and AUGUST 2025

July and August 2025 Property Financials were provided for this board meeting. Financial summaries of all Allied Properties were discussed by Charlene DePuy, Director of Housing Services. Occupancy at properties managed by Allied Residential and Cushman and Wakefield. Allied properties were at 96% and Cushman and Wakefield were at 97% Occupied. Charlene discussed the RAD units have decreased expenses but decreased income as well. Commissioner asked about unclaimed funds reported on page 4 of the property financials and Charlene stated she would look into that. Commissioner Portolano-Rose asked about the total salary and wages at the properties. Commissioner Pierce asked about the Water and Trash increased expenses at Sunset Gardens. Both were explained by Charlene DePuy.

7.2 95 BURNETT – FINANCIALS PROVIDED FOR JULY and AUGUST 2025

July and August 2025 Property Financials were provided for this board meeting by Charlene DePuy, Director of Housing Services. No additional comments were provided by the board.

Board requested Recess between 3:54 – 3:59

7.3 RHA / HCV ADMINISTRATIVE FINANCIALS FOR JULY and AUGUST 2025

Administration discussed the RHA and HCV Financial Board Reports that have been a work in progress for many months and still tweaking the reports. Contract Costs are being broken down into sub-categories for tracking purposes to know what contract costs are being covered and not just a generalized contract cost GL line item. These reports are still a work in progress and attempting to dial them in for what RHA Administration and Board needs to view.

7.4 RHA / HCV CHECK ISSUED REPORTS FOR JULY and AUGUST 2025

The Commissioners questioned a couple of checks for July and August 2025. One check was Check #10201 by ORWACA Agency Ins Services LLC for $4,031.25, which was explained to be RHA's extension of their Cyber Policy. The next check was Check # 10207 for Access for $3,376.15, for final storage and digital itemization. The next check # 10228 for US Treasury for $14,863.72 which was for missed taxes on Quarterly 941. Check # 25509 for Smith Marion and Company for $20,000 was for FY2024 Audit contract. Check # 25428 to Lloyd and Associates for $69,102.50 is for catchup work with Fee Accountant to get prior years.

7.5 LOCAL GOVERNMENT INVESTMENT POOL – JULY and AUGUST 2025

Vice-Chair O'Halloran wanted to make the quote

Commissioner Valentine-Rose moved to ratify the Financial Property Reports for July and August 2025 along with the RHA/HCV Administrative Financial Report, Check Issued Report and LGIP Report for July and August 2025. Commissioner Hansen seconded.

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

Motion Approved at 4:19 pm.

8.0 OLD BUSINESS

8.1 CEO REPORT AND HCV UPDATE

The CEO gave a quick overview of the report regarding the EHV vouchers not being funded by Congress after February 2026; all KCHA Admin Fees have been caught up and paid in fill to RHA; RAB met with Charlene over the FY2026 Annual Agency Plan; 95 Burnett won Gold in "Best in the PNW"; and all storage units were completely emptied, and all equipment and tools were sold by James G. Murphy Auction services and gained $56,941, and various HCV statistics.

8.2 HR RESOURCES UPDATE

HR Specialist, Racquel Beckles-Clark, updated the board on employee training, new employee hire for the Portability Department in HCV. She also discussed RHA's 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.

8.3 DEVELOPMENT UPDATE

Sean McCarty, Director of Facilities and Development for RHA, stated that RHA was reaching out to Foster Garvey, Real Estate Attorneys regarding the issues with the Fairwood Property encroachments.

Sean discussed that he met with Sustainable Renton regarding food drives for RHA's properties that could utilize the services. Sean met with the director and took him on a tour of Golden Cedars and other RHA Properties.

Sean discussed Sunset Neighborhood Center (SNC) and upcoming leases and additional spaces being requested. Society of St. Vincent de Paul - Centro Rendu has an expired lease and with the upcoming lease, with increased rental fees, they are also requesting another office space to be added. Health Point is also looking to add another office to their lease.

8.4 IT UPDATE

Dawn talked about the installation of new router and upgraded fiber connection.

9.0 NEW BUSINESS

9.1 RESOLUTION NO. 2741-2025 Approval of Third-Party Contractor for CEO Performance Evaluation

This Resolution on the Agenda to have the full board vote for a third-party consultant come in and perform the CEO Performance Evaluation since one has not been done since the CEO was hired on 3/1/2023. Chairperson Portolano-Rose explained that the most expensive company was out of town, and the least expensive company was out of town as well, but the cost quoted was not set in stone but based upon the number of hours quoted. That amount could go up. The Chair and Vice Chair that were on the selection committee decided to bring the middle quote to the full board for approval. That company was Herd Freed Hartz, and they were local to the area, and their cost was $13,000.

Vice-Chair O'Halloran moved to ratify Resolution No. 2741-2025.
Commissioner Hansen seconded.

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

Motion Approved at 5:09 pm.

9.2 RESOLUTION NO. 2742-2025 Approval of 2026 Payment Standards Effective 1/1/2026 per HUD 2026 SAFMR's

The CEO brought the updated 2026 Payment Standards to the Board of Commissioners to approve, with an effective date of 1/1/26. The CEO explained that the SAFMR's for King County zip codes went down from the 2025 SAFMR amounts, which is decreasing our Payment Standards for FY2026. We have a HOLD HARMLESS policy in place so that as long as the voucher holders remain in their current unit, the FY2025 Payment Standards will remain with them. If a voucher holder moves after the 1/1/26 date, then the new payment standards take effect. Any port-in vouchers after 1/1/2026 will be required to use the new standards effective 1/1/26.

Vice-Chair O'Halloran moved to ratify Resolution No. 2742-2025.
Commissioner Hansen seconded.

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

Motion Approved at 5:15 pm.

9.3 RESOLUTION NO. 2743-2025 Approval of TAR Write-Offs for RHA Property Bad Debts

The CEO brought the property TAR Write-Off's for RHA property bad debts. This was previously discussed by Charlene DePuy when she discussed the property financial reports because she had to leave the board meeting early for a family event. All questions were answered back during the property financial report section.

Vice-Chair O'Halloran moved to ratify Resolution No. 2743-2025.
Commissioner Hansen seconded.

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

Motion Approved at 5:16 pm.

9.4 RESOLUTION NO. 2744-2025 Approval of FY2026 Annual Agency Plan

The CEO brought the FY2026 Annual Agency Plan to be approved to submit to HUD prior to the October 15th deadline. The CEO informed the board that the only thing remaining is to get the HUD 50077-SL form signed off by King County, stating that our plan is not going against their Consolidated Plan that they have in place. Normally, the City would sign off on our Annual Plan but upon my arrival in 2023, I was informed by the City to have King County sign off on it due to their inability to handle it. The CEO will address this with the City of Renton again to see if they have staff capacity to handle it because it takes over a month to get King County to respond and get the form back.

Vice-Chair O'Halloran moved to ratify Resolution No. 2744-2025.
Commissioner Hansen seconded.

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

Motion Approved at 5:19 pm.

9.5 RESOLUTION NO. 2745-2025 Approval of Single Audit for FYE 12-31-2024

The CEO brought the Final Audit Results from Smith Marion and Company that were finalized and completed just hours before the board meeting. The CEO needed to get this approved quickly and upload it to HUD and FAC prior to the September 30th deadline. The CEO explained the 4 findings for FY2024, which are down from FY2023's 7 findings in that audit. Commissioner Pierce asked the question whether there should be better governance on this and administration catching these errors ahead of time. The CEO explained that 2 of the findings have been carryovers from all previous Audits of FY2020-FY2023 due to the audits being late submitted to HUD. They have to show the finding because the previous year was late and it carries over into this FY. The Fee Accountant was also late on the Unaudited FDS submission for FY2024 back in March due to all of the carryover journal entries and lack of bank reconciliations that the prior administration had not completed for over 4 years. That is a lot of work to catch up and reconcile. CEO explained and warned the board that at each Audit Submission will have similar findings between 2020 – 2024 and those findings should be decreasing and being removed as we get staff trained and consistent with their work.

Vice-Chair O'Halloran moved to ratify Resolution No. 2745-2025.
Commissioner Hansen seconded.

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

Motion Approved at 5:24 pm.

10.0 Adjournment of Regular Session

Vice-Chair O'Halloran moved to adjourn the regular session.
Chair Portolano-Rose seconded.

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

Motion Approved at 5:25 pm.

11.0 Approval of Executive Closed Session R.C.W. 42.30.035 1.g. (approximately 30 minutes)

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			

Motion Approved at 5:25 pm.

12.0 Adjournment of Executive Closed Session

Chair Portolano-Rose moved to Adjourn Executive Session.
Commissioner Hansen seconded.

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

Motion Approved at 5:40 pm

DATE: September 23, 2025

Signature ______________________

Presiding Officer

ATTEST:

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Michael S. Bishop, Secretary

HOUSING AUTHORITY OF THE CITY OF RENTON WASHINGTON SEAL 9/16/1941

SEAL