



## BOARD OF COMMISSIONERS 1043<sup>rd</sup> MEETING MINUTES

### REGULAR SESSION

Tuesday, October 28, 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 10<sup>th</sup> St., Renton, WA 98056 and Zoom meeting for guests at 3:00 pm on October 28, 2025.

### 1. 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 3:10 pm PST.

PRESENT	ABSENT
<b>COMMISSIONERS</b>	
Chair Valentine Portolano-Rose	
Vice-Chair Michael O'Halloran	
Commissioner John Hansen	
Commissioner Kyle Pierce (Zoom)	
<b>STAFF</b>	
Michael S. Bishop – CEO (Zoom)	
Sean McCarty – Director of Facilities/Development	
Charlene DePuy – Director of Housing	
Racquel Beckles-Clarke – HR Specialist	
Dawn Pacheco – IT Contractor	
<b>GUESTS</b>	
None	

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING – 1042nd Meeting

Chairperson Portolano-Rose asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, September 23, 2025. Chairperson Portolano-Rose wanted a correction to Resolution #2741-2025 showing that the board chair did not request it to be brought to the board. The resolution 2741-2025 was corrected. 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 (Zoom)	x			

**Motion Approved at 3:15 pm.**

### 4. GUEST COMMENTS

None

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

#### 5.1 ALLIED RESIDENTIAL MANAGEMENT – FINANCIALS PROVIDED FOR SEPTEMBER 2025

September 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 due to not have prior OCAF increases completed by prior administration and could have have them since 2019. Charlene stated that Mr. Bishop and herself will be reaching out to HUD once they are back in the office and request a Waiver to go back and do the OCAF increases for 2019-2023. CEO brought up the YWCA building (4 units) that has not been reported on prior because the YWCA maintains the building but for the past 40 years, they have only been paying \$200/month for 1 – 3BR and 3 – 1BR's, for a total of 4 units. Current administration has informed the YWCA that the rental amount for these 4 units will increase from \$200 to \$2,500 per month. That will increase annual income for this property from \$2,400 to \$30,000. Administration has also offered to sell this property to the YWCA along with Brickshire and the 4-Plex that we own. Those additional 2 properties would be another 16 units that the YWCA had stated that they were looking for 20 units total. Those 16 plus the original 4 units would be perfect for what they were wanting to utilize them for.

## **5.2 95 BURNETT – FINANCIALS PROVIDED FOR SEPTEMBER 2025**

September 2025 Property Financials were provided for this board meeting by Charlene DePuy, Director of Housing Services. Commissioner O'Halloran asked the question on the income breakdown for 95 Burnett move-ins and Charlene stated that ½ of units have to be at 50% AMI and ½ of units have to be at 80% AMI or below.

No additional comments were provided by the board.

## **5.3 RHA / HCV ADMINISTRATIVE FINANCIALS FOR SEPTEMBER 2025**

Board members had questions regarding some of the budget line items on the reports that are either underbudgeted or do not have a budget amount listed on them. Several of these are new line items that the Fee Accountant, Michael Lloyd, is adding and separating out the Contract Costs to have individual Contract Costs to easily track how much for each one there is. Also, the Misc. Admin Expense line is showing over budget, and the board would like to know why as well as Utilities for the office. After coming back to the office after the board meeting and communicating with the Fee Accountant, his assistant is miscoding several things throughout the year to this line item such as Amazon orders that should be under Office Supplies or some expenses that should have been coded to Public Storage or Publications. The budget for this line item would have been sufficient if the coding of certain expenses with the DIVVY Credit Card had been correctly coded. Administration has requested that any questions about where expenses need to be coded need to be requested from the CEO before the Fee Accountant does the journal entry.

## **5.4 RHA / HCV CHECK ISSUED REPORTS FOR SEPTEMBER 2025**

The Commissioners questioned a couple of checks for September 2025. Board members questioned check #10269 to Miami Dade County Housing and Community Development for \$7,768.62. Anytime you have a landlord or porting PHA that needs reimbursed back for months that the tenant had moved out but documents were not sent timely, those monies cannot be sent through the HCV side but has to go through Accounts Payable but does coded back to the HCV HAP line item. The next check was # 10278 for the Renton False Alarm Reduction Program for \$100.00, due to false fire alarms or alarm panels for this office and the police were called out and there was no emergency. The next check # 25531, 25537 to Affordable Compliance & Training LLC for \$3,262.50 and \$2,812.50 to have these two ladies continue to assist in catching up our old Annual Reexaminations. Check # 25534 to Insight Consulting Services LLC for \$14,724.61 was for IT Services for the month of September.



## 5.5 LOCAL GOVERNMENT INVESTMENT POOL – SEPTEMBER 2025

Vice-Chair O'Halloran wanted to continue to bring up that he wants to get the Investment Pool back up to the original \$5,000,000 before we had to pull monies

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 4:11 pm.**

## 6.0 OLD BUSINESS

### 6.1 CEO REPORT AND HCV UPDATE

The CEO gave a quick overview of the report regarding the government shutdown and how the shutdown has affected or will affect the housing authority in the upcoming months while the shutdown continues. The CEO informed the board that Sunset Gardens converted the construction loan to a permanent loan of 4.01% on 10/17/2025. CEO also reported that all the administrative staff went to Destin, FL for the housing software user conference to help the administrative staff understand the housing program better and talk with the programmers about any future changes that could benefit the other housing authorities as well as ours and reported on all HCV statistics on inspections, move-ins and move-outs.

### 6.2 HR RESOURCES UPDATE

Racquel Beckles-Clark, HR Specialist, updated the board on employee training, new employee hired for the Portability Department in HCV due to a resignation from one of the staff that went to KCHA for a hybrid schedule that they were offering. The staff member took a lower position to be closer to her home and be able to work from home part of the time.

### 6.3 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 as well as for the three parcels of land that are from our low-income public housing development sites. Sean talked

about the Sunset Neighborhood Center and the additional office space wanting to be added to Health Point and an additional office space increase in rent for St. Vincent de Paul – Centro Rendu.

Sean discussed the YWCA as well in regards to our increase in the rental cost for the 4 units that they have been leasing for nearly 50 years but at a \$200/month rate that had never been increased. RHA is now increasing the rents on all 4 units from the \$200 / month to \$2,500 / month.

#### 6.4 IT UPDATE

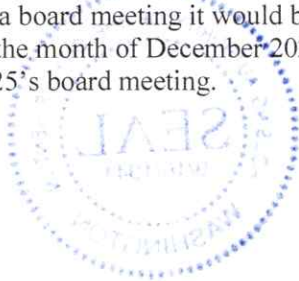
Dawn talked about the issues with our copiers that caused a shutdown of the copiers for nearly two days. She also talked about the SACS Cloud Servers that are having issues that are not being had with other housing authorities as well as email phishing training.

**Recess – 5:06-5:11 pm**

#### 7.0 NEW BUSINESS

7.1 Commissioner O'Halloran wanted to bring up the discussion of setting up scholarship donations with the RTC or Renton Technical College. He stated that he reached out to prior board members to see what organizations that they wanted to setup scholarships or memberships or donations to help the community of Renton. The RTC was a scholarship program under the passion of the prior administration, not the board, per past board members. Most of this was being accomplished through the Renton Regional Non-Profit that RHA setup as a 501(c)3. The CEO informed the board that we just paid for the Annual Reports for the Non-Profit with the State of Washington for prior years of 2020 – 2024. The last annual report was filed in 2019 with the State of Washington Secretary of State. The CEO stated that there are scholarship opportunities for our resident's children through the PNRC NAHRO chapter or NAHRO itself, which is the National Association of Housing and Redevelopment Officials. Federal monies cannot be used for that purpose. The CEO and Charlene DePuy will look into making sure that RHA's non-profit or 501(c)3 is still active and not closed.

7.2 The CEO brought up that some staff have already asked off for some of the days during Christmas Week since we have Christmas Eve and Christmas Day off as a holiday and the office will use a Mental Health Day that is in our Employee Handbook for the day after Christmas Day so staff are off the three days. Christmas Eve is on Wednesday this year and if we had a board meeting it would be on Tuesday but the CEO requested from the board to skip the month of December 2025's board meeting. The board agreed to skip December 2025's board meeting.



## 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			

Motion Approved at 6:04 pm.

DATE: November 25, 2025

Signature



Presiding Officer

ATTEST:



Michael S. Bishop, Secretary

SEAL

