



BOARD OF COMMISSIONERS 1033rd MEETING MINUTES

REGULAR SESSION

MONDAY, September 24, 2024, AT 1:00 PM

The Board of Commissioners of the Renton Housing Authority met in Regular Session via in-person for board at 2900 NE 10th St., Renton, WA 98056 and Zoom meeting for guests at 1:00 pm on September 24, 2024.

1. CALL TO ORDER

Chairperson Portolano-Rose called the meeting of the Board of Commissioners of the Housing Authority of the City of Renton (RHA) to order at 1:04 pm PST.

2. ROLL CALL

Upon roll call, those present and absent were as follows:

PRESENT	ABSENT
COMMISSIONERS	
Chairperson 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 Construction	
Charlene DePuy – Director of Housing	
Racquel Beckles-Clarke – HR Specialist	
Dawn Pacheco – IT Contractor	
Michael Lloyd – Lloyd & Associates (CPA)	
GUESTS	
BHB - Unknown	

Chairperson Portolano-Rose declared there was a quorum present at 1:05 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chairperson Portolano-Rose asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Monday, August 26, 2024. Commissioner Hansen moved to adopt the minutes and Chairperson 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 1:06 pm.

4. GUEST COMMENTS

None

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

5.1 ALLIED RESIDENTIAL MANAGEMENT - AUGUST 2024 FINANCIALS

5.2 95 BURNETT – AUGUST 2024 FINANCIALS

No Comments Made

5.3 RHA / HCV CHECK ISSUED REPORT FOR AUGUST 2024

Chairperson Portolano-Rose requested information on certain vendor checks and who they were and what they were for, such as:

Everon – Check #1568 on 8/9/24 for \$76.30 (Alarm panel – used to be ADT before changing to Everon)

Everon – Check #1583 on 8/23/24 for \$1,923 (Alarm panel – used to be ADT)

5.4 LOCAL GOVERNMENT INVESTMENT POOL – AUGUST 2024

Chairperson Valentine-Rose asked about the LGIP due to Vice-Chairperson O'Halloran not being present to see what the plans were to increase the amounts. The Secretary stated that once the Fairwood property sells and part of the proceeds would be used to pay off the bank note for Rolling Hills, the remaining \$800,000 would be put back into the LGIP to bring that balance to over \$3,000,000 for investment. Commissioner Lee asked about the LGIP and stated that those funds could be better positioned to gain more interest and earning power besides being in a pool, which will be limited to the growth.

Chairperson Valentine-Rose moved to ratify Financial Reports for August 2024. 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 1:36 pm.

6.0 OLD BUSINESS

6.1 CEO REPORT

CEO updated the Board on the progress of RHA for the months of August/September. Each item of the 3-4 page report was gone over.

6.2 ALLIED RESIDENTIAL MANAGEMENT UPDATE

Charlene DePuy, Director of Housing Services, discussed the properties with the board even though we had already discussed the property financials under Section 5.1. The CEO requested that this section be removed for future meetings due to the redundancy of the information. No sense in reporting again due to already discussing in prior section. Charlene also discussed with the board dealing with the Sunset Gardens Loan Conversion that is being worked on.

6.3 HUMAN RESOURCES UPDATE

Racquel Beckles-Clarke, HR Specialist, discussed the performance software called Truvelop. The software provides team building, activities, training. Chairperson Valentine-Rose asked why we chose Truvelop and Ms. Clarke discussed having Demo's from three companies; Truvelop, BambooHR and PerformYard. Ms. Clark recommended going with Truvelop after reviewing all three softwares. Truvelop would provide the most capacity. Ms. Clarke also discussed the HCV staff beginning with the Nan McKay HCV Specialist Certification training. One person started in August and

then one in September. Two in October, two in November and two in December are scheduled.

6.4 DEVELOPMENT UPDATE

Sean McCarty, Director of Construction and Development for RHA, gave updates on the CO or Certificate of Occupancy at Sunset Gardens. Sean believes that Certificate of Occupancy will come the first week of November. There will be several different reviews of the As-Built drawings submitted by Anderson Construction and some of those reviews are done outside of the city under contract. That is why this process takes the time it does.

Sean informed the board that the SNC got the LEED Silver certification as discussed in the CEO report.

Sean also discussed Cedar River Terrace plumbing issue and anticipated start date to the board. Meetings with the tenants will be setup and discussions over anticipated relocation of all 1st floor individuals and potential other floors if requested. Currently, the contractor that got the bid is stating it will take roughly 2 weeks to complete the project once started, unless unforeseen problems arise and the work has to go into the units from the hallway.

6.5 IT UPDATE

Dawn explained she is setting up Outlook training to help with shortcuts and help the staff to get the most out of the software to assist with their workload. Dawn and Michael also discussed with the board the potential to bar code all RHA equipment, desks, etc. Michael stated that the housing software will accommodate the bar coding and inventory control.

BREAK: 2:48 – 2:56 pm

7.0 NEW BUSINESS

7.1 RESOLUTION NO. 2724-2024 Approval of King County Offer to Purchase Parcel Nos 332305-9034 and 342305-9062

CEO explained to the board of commissioners that King County Parks and Recreation has made an official offer for the Fairwood Parcel Nos 332305-9034 and 342305-9062 for \$2,245,000. If approved, the CEO would like to use \$1,410,000 to pay off the Rolling Hills bank note so that that property has no further debt owed and then put the difference of \$835,000 back into the Local Government Investment Pool or other investment option to gain the most interest possible for future development use.

Chairperson Portolano-Rose moved to ratify Resolution No. 2724-2024.
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 3:03 pm.

7.2 RESOLUTION NO. 2725-2024 APPROVAL OF INDEPENDENT AUDIT for FYE 12/31/2022

CEO explained to the board of commissioners Smith Marion and Company had finally finished the FYE 12/31/2022 Audit and it was submitted to HUD REAC FASS system as well as the Federal Audit Clearinghouse. It was explained that the FYE 12/31/2023 will be late and not finished by Smith Marion and Company until the end of December 2024 due to staffing issues that Smith Marion and Company are experiencing. It was explained to the board that the CEO has explained this information to the HUD Seattle Field Office Financial Analyst person assigned to RHA.

Commissioner Hansen moved to ratify Resolution No. 2725-2024.
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 3:16 pm.

8.0 Adjournment of Regular Session

Chairperson Portolano-Rose 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 3:17 pm.

9.0 Approval to Open Executive Session (Closed)

Chairperson Valentine-Rose moved to Open the Executive 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 3:18 am.

10.0 Approval to Adjourn from Executive Session

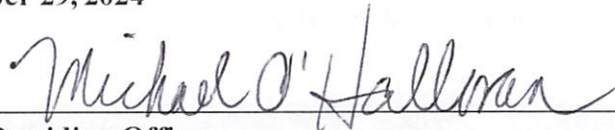
Commissioner Lee moved to exit Executive Session.
Chairperson Valentine-Rose seconded.

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

Motion Approved at 3:45 pm.

DATE: October 29, 2024

Signature


Presiding Officer

ATTEST:


Michael S. Bishop, Secretary



SEAL

