



BOARD OF COMMISSIONERS 1036th MEETING MINUTES

REGULAR SESSION

Tuesday, January 28, 2025, AT 2:00 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 2:00 pm on January 28, 2025.

1. CALL TO ORDER

Vice-Chair O'Halloran called the meeting of the Board of Commissioners of the Housing Authority of the City of Renton (RHA) to order at 2:04 pm PST.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Valentine Portolano-Rose (Zoom)	
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	

Vice-Chair O'Halloran declared there was a quorum present at 2:04 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice-Chair O'Halloran asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, November 26, 2024. No corrections were stated by members of the board. Commissioner Hansen moved to adopt the minutes and Commissioner Lee seconded.

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

Motion Approved at 2:05 pm.

4. GUEST COMMENTS

None

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

5.1.A ALLIED RESIDENTIAL MANAGEMENT - NOVEMBER / DECEMBER 2024 FINANCIALS

Charlene went through the financial and health reports to the board for both November and December 2024.

The CEO suggested a meeting with the Board Chair after the board meeting that we take the property reports, health reports and compliance reports and creating a summary page for all to be minimized to a one-page report so that it is not as daunting to review. The CEO will work with Charlene to see if it can be done by the next couple of board meetings to decrease the time it takes to get the board packets ready and to decrease the amount of time to review them.

5.2 95 BURNETT – NOVEMBER/DECEMBER 2024 FINANCIALS

Commissioner Portolano-Rose stated that she could not find the 95 Burnett Compliance Report on the Drop Box. The Secretary will look and see why it was not uploaded.

5.3 RHA / HCV CHECK ISSUED REPORTS FOR NOVEMBER/DECEMBER 2024

Commissioners had basic questions on certain checks issued for the months of November and December and who the recipient was and what it was for, such as GDI Services, which handles janitorial services at Sunset Neighborhood Center. The board questioned the Banner Bank check for \$10,490.03 in December and it was the Interest Only payment for Rolling Hills balance until loan paperwork could be finalized as well as the check for Lawrence N. Weldon, who handles the Informal Hearing requests for RHA. The Partnership Assessment Corporation was also questioned, and they handled the Air Quality Testing for Sunset Gardens, which was required for a third round of testing by Chase Bank, the lender for the project.

5.4 LOCAL GOVERNMENT INVESTMENT POOL – NOVEMBER / DECEMBER 2024

No comments from the board on the Local Government Investment Pool.

Commissioner Portolano-Rose moved to ratify Financial Reports for November/December 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 2:36 pm.

6.0 OLD BUSINESS

6.1 CEO REPORT

The CEO updated the Board on this report by going through each line but hopefully we can get to where no further summarizations will be needed and only questions will be asked about certain items inside the report if additional information is needed.

Commissioner Portolano-Rose asked additional questions regarding #7, which was dealing with the existing owner/family member voucher holder that was denied on the waiver and either the voucher would have to relinquish his voucher or the owner would have to move out and take the voucher with him or sale the property to someone other than family to keep the voucher. Ms. Portolano-Rose also asked about #11 item on the report, which was dealing with the refinance of the Rolling Hills loan.

Commissioner Lee asked if Banner Bank had any specific requirements for the loan payoff and the CEO stated that there were no restrictions or timelines required to perform a payoff of the loan at any time.

CEO talked about the software conversion issues and stated that we still have several months of work to be done to even get vouchers and landlords correct in the new system.

It was also relayed that the CEO and Board Chair would be meeting at the beginning of February to discuss and lock down board dates and times for the entirety of 2025.

6.2 HUMAN RESOURCES UPDATE

Racquel Beckles-Clarke, HR Specialist, discussed how RHA had good direction and was very positive about the current staffing for the agency. Commissioner Portolano-Rose also made a comment that she too feels the agency moving in the right direction. Ms. Clark discussed all the upcoming training that the staff will be doing and all the meetings that will be set up between the CEO and staff to keep training and information moving forward to the staff.

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. It was discussed that the attorney's had been in contact with 2 out of the 3 owners but the third owner has not signed the certified mail letter nor reached out from the regular mail letter that was sent. Another certified letter will be going out and possibly looking at Personal Service of this letter in the future so we can get them noticed. Sean reiterated the CEO's statement that King County Parks and Recreation are still very much interested and are not going anywhere. King County even stated that they could be negotiated with in regard to any expenses incurred from the three property owner encroachments.

Sean also discussed with the Board that a CO or Certificate of Occupancy still has not been given by the City of Renton as of yet due to an easement for the sewer lines missed on the Civil Plan Submissions. We don't know as of yet if the partnership will need to be involved in the approval of the updated.

Sean also discussed Sunset Gardens air quality testing that Chase Bank has required on a third round but each round has come under the EPA guideline numbers.

6.4 IT UPDATE

Dawn discussed the OWL system that we are currently using for the Zoom meetings. Dawn explained she was working on a Kiosk Computer to go out in the lobby along with a printer for participants to use per the request of the CEO prior to being able to open up to the public. Commissioner Portolano-Rose stated that she liked the idea of having the kiosk setup for participants

to utilize. Commissioner Lee stated that onboarding and offboarding of employees are very expensive to a company and time consuming, which is why we need to retain employees as long as possible. Commissioners asked what the turnover rates were for RHA on the employee side. CEO stated that he would have Racquel look into that and begin to track it.

6.5 HCV PROGRAM UPDATE

The CEO provided a preliminary list of voucher types and numbers of each voucher leased and the CAP for those vouchers, if any. This list is not accurate as of yet but getting there. VASH vouchers were accurate now after getting fixed and each category is being worked on by the CEO in stages.

The CEO also provided a list of RHA properties and the total number of units at each property, breakdown of BR sizes, year built, rehab dates and if LIHTC is attached to the property. This report is a work in progress as we get data accurately applied in the new software.

7.0 NEW BUSINESS

7.1 RESOLUTION NO. 2730-2025 Approval of Rolling Hills Loan Modification and Refinance

The CEO explained to the board of commissioners Rolling Hills loan came due in September 2024 and due to the Fairwood Property not selling quickly to King County Parks and Recreation due to issues with three encroachments, RHA was having to refinance the loan and pay interest only payments for September 2024 – January 2025. Once this resolution is passed, the CEO will send it over to Banner Bank to finalize the loan paperwork and move forward with the loan again, with the caveat that once the Fairwood Property sales, then the loan would be paid in full.

Commissioner Hansen moved to ratify Resolution No. 2730-2025.
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 3:26 pm.

7.2 RESOLUTION NO. 2731-2025 Approval of Revised Employee Handbook

The CEO explained to the board of commissioners that certain sections were revised and the redline version of the employee handbook was provided to the board members via email to review it. The main sections were the change in the number of lunches required on a 10-hour shift in the State of Washington; the Education Assistance section and the Voluntary Annual Leave Buyout section along with the removal of some of the internal policies inside the employee handbook, such as the IT policy, etc. Those are separate policies that can be updated periodically without having to change the entire Employee Handbook.

Commissioner Lee moved to ratify Resolution No. 2731-2025.
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 3:39 pm.

8.0 Adjournment of Regular Session

Commissioner 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 3:40 pm.

9.0 Approval of Executive Closed Session R.C.W. 42.30.035 1.g.

Commissioner Portolano-Rose moved to ratify the opening of the Executive Closed 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 3:41 pm

10.0 Adjournment of Executive Closed Session

Commissioner Lee moved to ratify the adjournment of the Executive Closed 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 4:23 pm

DATE: January 28, 2025

Signature



Presiding Officer

ATTEST:



Michael S. Bishop, Secretary

SEAL