



## BOARD OF COMMISSIONERS 1046<sup>th</sup> MEETING MINUTES

REGULAR SESSION

Tuesday, March 24, 2026, 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 March 24, 2026.

### 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 3:05 pm PST.

PRESENT	ABSENT
<b>COMMISSIONERS</b>	
Chair Valentine Portolano-Rose	
Vice-Chair Michael O'Halloran	
Commissioner John Hansen	
Vacant Position	
Vacant Position	
<b>STAFF</b>	
Michael S. Bishop – CEO	
Sean McCarty – Chief Facilities Officer	
Charlene DePuy – Chief Operating Officer	
Racquel Beckles-Clarke – Chief People Officer	
<b>GUESTS</b>	
Nicole Gilbert	
Brooke	

**3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING – 1045th Meeting**

Chairperson Portolano-Rose asked for any corrections to or discussions of minutes for the Regular Session of the Board of Commissioners for Tuesday, January 27, 2026. Vice-Chair O’Halloran moved to adopt the minutes, and Chair Portolano-Rose seconded.

	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O’Halloran	x			
Commissioner Hansen	x			
Vacant Position				
Vacant Position				

**Motion Approved at 3:07 pm.**

**4. GUEST COMMENTS**

Ms. Nicole Gilbert stated that she had questions about Item 3 and how to access minutes on a quicker basis. CEO explained that until the minutes get approved by the board at the next meeting from when the minutes occurred, the CEO cannot put them on the website. Approval has to be given and seals have to be placed on the approved minutes. So, if there is a month skipped after a meeting, then the minutes cannot be approved until the following board meeting, which would be two months after the meeting for the minutes.

Ms. Gilbert had questions on Item #5, about who is responsible for maintenance, accountability, and monitoring. Charlene discussed how this works during her report on Allied Management of most of our properties and Berkadia for 95 Burnett.

Ms. Gilbert also wanted to know more about Governance and Board Operations and vacant board positions and approve another resident board member. CEO explained that there are 4 board members appointed by the Mayor that are not voucher holders and one board member that is a voucher holder. CEO informed Ms. Gilbert that he would provide her with the restriction document for these numbers prior to the next meeting.

Ms. Gilbert asked how Executive Session outcomes are communicated. CEO explained that anything discussed in an Executive Session is not available from public view and will not be discussed in open meetings.

The last item that Ms. Gilbert wanted to comment on was dealing with the Agenda Item #7.2 or the Board Resolution to reject the FY2023 and FY2024 Capital Grants. CEO informed Ms. Gilbert this will be explained when we get to that item.

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

### **5.1 ALLIED RESIDENTIAL MANAGEMENT – FINANCIALS PROVIDED FOR JANUARY and FEBRUARY 2026**

January and February 2026 Property Financials were provided for this board meeting. Financial summaries of all Allied Properties were discussed by Charlene DePuy, Chief Operating Officer, along with Compliance and Health reports.

Commissioner O'Halloran would like to see more activities in our properties such as BP/Blood Sugar Checks with our Senior and Disabled Properties.

Sunset Gardens had a Valentines Party and will be looking at possibly doing a Chair Yoga for the Seniors.

Property Replacement Reserve accounts are required with Partnership properties but not for RHA owned properties. RHA will continue to look at creating Replacement Reserve Accounts.

### **5.2 95 BURNETT – FINANCIALS PROVIDED FOR JANUARY and FEBRUARY 2026**

January and February 2026 Property Financials were provided for this board meeting by Charlene DePuy, Chief Operating Officer.

No additional comments were provided by the board.

### **5.3 RHA / HCV ADMINISTRATIVE FINANCIALS FOR JANUARY and FEBRUARY 2026**

The board questioned several budget lines on the RHA Administration and HCV Administration Board Reports. There were three different Software budget lines and the CEO stated that he was working with the Fee Accountant to consolidate these into one and clean these accounts that carried forward from the prior year budget. Also, the Contract Cost section that had \$60,000+ for January 2026 posted were being reviewed to see if something was miscoded and put into the wrong Budget Line item. CEO will be correcting these Budget Lines in the Board Operating Statements to a Revised Budget and get the Fee Accountant to move the posted charges to the correct BLI. The \$60,000 were a majority of the two invoices for Archdiocesan Housing Authority, which bills for the CCSWW or Catholic Community Services of Western Washington for case management services in Sunset Gardens, which is required per the Partnership Agreement.

HCV Operating Budget also had issues with a separate Sewer BLI and a Water/Sewer BLI .. we will remove the Sewer from the Water/Sewer Office on the board operating report since there are separate BLI's for Water and Sewer that post.

CEO explained that this is the year that we clean up all these accounts and get them lined up correctly. Everything was built from scratch since the prior administration did not create a budget for many, many years.

**5.4 RHA / HCV CHECK ISSUED REPORTS FOR JANUARY and FEBRUARY 2026**

The Commissioners questioned a couple of checks for January and February 2026.

**Archdiocesan Housing Authority for \$27,933.74 on Check # 10373.** CEO thought it was another owed balance from a voucher that needed paid back but upon research, this is for the Case Management Services of Catholic Community Services of Western Washington for Sunset Garden that is required by the Partnership Agreement and LIHTC application. But the property cannot pay for this service, RHA is required to. RHA is looking to apply for a City of Renton Grant to cover these expenses.

**Archdiocesan Housing Authority for \$27,883.52 on Check #10395.** This is the same explanation as the first check. RHA is working on a solution to cover these quarterly expenses.

**Guava Quartz LLC for \$4,364.32 on Check # 10382.** This was the second and last payment for the countertops we added to the black storage cabinets in the main HCV department.

**5.5 LOCAL GOVERNMENT INVESTMENT POOL – JANUARY and FEBRUARY 2026**

No questions or comments from the commissioners over this pool investment. It is just a set, constant wish of the board to rebuild this fund again.

Vice-Chair O’Halloran moved to ratify the Financial Property Reports for along with the RHA/HCV Administrative Financial Report, Check Issued Report and LGIP Report for January and February 2026.

Commissioner Hansen seconded.

	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O’Halloran	x			
Commissioner Hansen	x			
Vacant Position				
Vacant Position				

**Motion Approved at 4:14 pm.**

## **6.0 OLD BUSINESS**

### **6.1 CEO REPORT AND HCV UPDATE**

The CEO informed the board regarding SAO Audit results up to this point and when the State anticipates. CEO explained the findings from the HUD FY2023 and FY2024 Audits and HUD additional requirements to be provided by RHA and that HUD has closed the audit findings.

CEO discussed upcoming SEMAP review by HUD on April 20-22. CEO explained if the HUD Review comes out positive, then the Troubled Status will be removed, and RHA will be considered either Standard Perform or High Performer based upon the score given.

CEO explained to board that RHA received the approved waiver to bypass RHA's PBV waiting lists on open or closed waiting lists and move the EHV vouchers to the top of the PBV waiting list of the properties that they would qualify for.

CEO explained that the current HQS (Housing Quality Inspections) will be moving to NSPIRE inspections, which stands for National Standards for the Physical Inspection of Real Estate. NSPIRE educational materials has been sent out to landlords and are being installed onto RHA's website.

### **6.2 HR RESOURCES UPDATE**

Racquel Beckles-Clark, Chief People Officer, updated the board that all vacant positions were filled and even created one extra position along with 2 specialists passing their examination with Nan McKay for HCV Program Specialist.

RHA is focusing on continued retention and marketing. Currently, RHA is at a great place to work and ready for action and vacancies in the future.

### **6.3 DEVELOPMENT UPDATE**

Sean McCarty, Chief Facilities Officer for RHA, discussed the Sunset Gardens air sampling study. Due to the results on the last test, Chase will probably require an additional set of two tests again in 2026. We are awaiting their review and response.

Sean reported that the City of Renton Drone project picked a different location, that is close to ours, but at a free cost to them. RHA properties will still get the benefits from this program.

Sean discusses the cameras again in and around the office that are not working properly due to not being compatible with the current NVR. RHA is wanting to move to cloud-based service and probably tie everything to ADT/Everon since they already have the Intrusion Alarm and provide additional discounts in a combined service.

Sean discussed the Fairwood Property and what has been done so far and what will need to be done in the future. The areas of concern are being evaluated, and a draft

letter is being created to go to the 4 homeowners that have encroached upon the parcel that we are attempting to sale to King County Parks and Recreation. RHA will be attempting to separate those areas of the parcel that they have encroached upon and separate them into their own 4 parcels under RHA and out of the main 14.92-acre parcel. RHA will be offering to sale these parcels to the homeowner at market value to add to their parcel of land. If they refuse, then we will put a lien upon their property for encroachment and they will not be able to sale until the title is cleared up. RHA and Foster Garvey are also working up a new Purchase Sales Agreement to send to King County Parks and Recreation due to the last one expiring. Inside this new agreement, there will be language for survey costs, filing fees, and attorney fees to break out the 4 parcels so that the rest can be sold.

And the YWCA finally signed their new lease agreement to increase the rent for the four (4) units from \$200/month to \$2,500/month. This lease will be for three (3) year period with an incremental increase of \$75 each year for the 2<sup>nd</sup> and 3<sup>rd</sup>.

**7.0 NEW BUSINESS**

**7.1 RESOLUTION NO. 2755-2026 Approval of Write-Off Disposal of Old IT Equipment**

This Resolution on the Agenda is to approve the write-off disposal of old IT equipment and to have One Green Planet scheduled to pick up items. I believe they will be picking them up on Tuesday, March 31<sup>st</sup>.

Vice-Chair O’Halloran motioned to ratify Resolution No. 2755-2026.  
Chair Portolano-Rose seconded the motion.

	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O’Halloran	x			
Commissioner Hansen	x			
Vacant Position				
Vacant Position				

**Motion was Approved at 5:00 pm.**

**7.2 RESOLUTION NO. 2756-2026 Approval to Reject the WA01P011501-23 for \$234,469 and WA01P011501-24 for \$109,488 Capital Fund Grant (CFP)**

The CEO explained that these two CFP grants were carry overs from the old Low Income Public Housing times prior to the RAD Conversion to PBV vouchers. These CFP grants were given as what HUD calls Replacement Housing Factor funds or RHF. These grants are given from the time of closing via RAD for a period of 5 years. The prior administration already gave back 2020-2022 prior to me coming on board. These grants have to be obligated within the first 24 months from when the grant is issued. So, the FY2023 Grant is past its obligation date and the FY2024 Grant had to be 90% obligated by May 2026 when it was released to RHA. But to be obligated, you have to be under contract on a specific Budget Line Item that qualifies for these RHF funds. Those two BLIs are either Acquisition of Property/Land or New Construction. There is no way that we can get it done either. Which is why RHA is requesting to release these and give them back to HUD.

Commissioner Hansen motioned to ratify Resolution No. 2756-2026.  
Vice-Chair O'Halloran seconded the motion.

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

**Motion Approved at 5:02 pm.**

**7.3 RESOLUTION NO. 2757-2026 Approval of Small and Attractive Asset Policy**

The CEO brought the new newly created Small and Attractive Asset Policy to the board for approval due to the State Auditor's Office highly suggesting that we create this policy in their Accountability Audit. This policy is to help protect and track its property and keep the incident that happened with the prior administration from happening again.

Vice-Chair O'Halloran motioned to ratify Resolution No. 2757-2026.  
Commissioner Hansen seconded the motion.

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

**Motion Approved at 5:04 pm.**

**7.3 RESOLUTION NO. 2758-2026 Approval of Revised Internal Control Policy**

The CEO brought the Revised Internal Control policy back to the board for review and approval. Upon the suggestions of the State Auditor’s Office, we input 2 additional sections into this policy. One for Credit Card Usage and one for EFTs or Electronic Fund Transfers. With the credit card usage section, we also created a Credit Card Assignment form for any employee being assigned one to keep in their personnel file to state that any personal usage is prohibited and could lead to termination of employment.

Chair Portolano-Rose motioned to ratify Resolution No. 2758-2026.  
Commissioner Hansen seconded the motion.

	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O’Halloran	x			
Commissioner Hansen	x			
Vacant Position				
Vacant Position				

**Motion Approved at 5:05 pm.**

**8.0 Adjournment of Regular Session**

Chair Portolano-Rose motioned to adjourn the regular session.  
Commissioner Hansen seconded the motion.

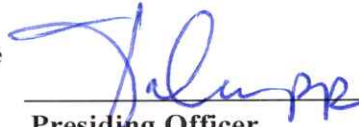
	Ayes	Nayes	Abstain	Absent
Commissioner Portolano-Rose	x			
Commissioner O’Halloran	x			
Commissioner Hansen	x			
Vacant Position				
Vacant Position				

**Motion Approved at 5:08 pm.**

No Executive Session was needed or utilized after the Regular Session.

DATE: April 28, 2026

Signature



Presiding Officer

ATTEST:

  
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Michael S. Bishop, Secretary

SEAL

