

**THE 1014th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, August 8, 2022, AT 9:00AM**

Zoom Meeting

<https://us02web.zoom.us/j/83304984246?pwd=NmpReGkrVFRNTzhISUhlUytLclRadz09&fro=addon>

Meeting ID: 833 0498 4246 / Password: 276216

Meeting Call in # +1 253 215 8782 US / Password: 276216

MINUTES

The Board of Commissioners of the Renton Housing Authority met for the monthly board meeting on Monday, August 8, 2022. The meeting was held via Zoom conferencing. Vice Chairperson Wheeler called the meeting to order at 9:03 am.

1. COMMISSIONERS PRESENT: Johnnie Barnes, Gerry Marsh, Ryan Runge (Excused Absence), Merna Wheeler. Also present: Mark Gropper, Executive Director, Stephen Gray, Program Administrator, Debra McCollough, Director of Human Resources, Sean McCarty, Director of Construction, Charlene DePuy, Asset Manager, and Brooklyn Evans, HR and Executive Coordinator. Guest: Brooke Vance, Nicole Gilbert, Dawn Pacheco (IT)

2. CONSIDERATION OF MINUTES

MOTION by Commissioner Barnes and a second by Commissioner Marsh to approve the minutes of the 1013th board meeting on Monday, July 11, 2022.

Ayes: All

Nays: None

Motion Carried

3. AUDIENCE COMMENT: Resident, Brooke Vance thanked RHA for a job well done with landscaping work. Requested to receive training from Allied Residential on online rent payment portal and asked whom tenants should contact for emergency needs. Charlene DePuy's response to questions regarding Allied: Allied is currently working on setting up meetings to train and assist tenants with the rent payment portal, communication to residents will be forthcoming. Site managers should have details on their office hours and emergency contacts. Sean McCarty remarked on the landscapers Allied has procured Northwest Landscaping services to maintain all landscaping work weekly. Resident Nicole Gilbert continues to ask about RHA's presence at the Sunset Neighborhood Center as discussed in previous meetings. As well as continues to inquire about what residents should expect on a turnaround timeframe when reaching RHA staff members.

4. CONSENT AGENDA

4.1. Local Government Investment Pool July 2022: No noteworthy activities for the July LGIP reporting period. Gross earnings of \$6,938 for the month.

4.2. Checks Issued Report, July 2022: Nothing out of the ordinary. RHA sent notices to all landlords to push EFT payments, to replace the current system of issuing checks.

MOTION by Commissioner Barnes and a second by Commissioner Marsh to approve the Consent Agenda.

Ayes: All

Nays: None

Motion Carried

5. FINANCIAL

5.1. Financial Statements as of May/June 2022 [***ACTION**]: June financials presented by interim CFO. RHA implemented positive pay in hopes to prevent reoccurring attempted check fraud.

MOTION by Commissioner Marsh and a second by Commissioner Barnes to approve the May/June Financials in the August 8, 2022, board meeting.

Ayes: All

Nays: None

Motion Carried

RHA. Provide with excellence; quality, affordable housing in a safe environment for people who make Renton their home. Through partnerships with our clients, service providers and other groups, RHA will ethically and responsibly increase and enhance its housing programs to serve the community and provide opportunities for people to be their best.

- 5.1.1. Accounting and Finance Department organizational chart evolution (Charlie, Debra): We are continuing to look for a permanent person for the Director and Controller roles respectively.
- 5.1.2. Financial and Accountability Audit progress report and timeline FY 2020 and 2021: The state audit for fiscal year 2022 will begin in October, and take 4-6 weeks to complete, with a potential for a full accountability audit. Working with the fiscal year 2021 for the partnership audits. Coast Management is working to gather some documents for Golden Cedars properties. Sunset Oaks audit is also in the works. Charlene DePuy: Until we finish paying the last retention payment for the Sunset Oaks project, this audit will be on hold – we hope this will be finalized by the end of the month. This delay was due to a utility easement at the behest of the city, which greatly impacted the legal description that is currently being revised and signed by all the partnerships. Mark (ED): Due to the delay of our 2020 audit, RHA was advised by the local HUD director that there will be a penalty fee of \$3,000 associated each month until the audit is submitted to completion.
- 5.2. Housing Choice Voucher Utilization update, June 2022, Stephen Gray (Program Administrator): Presented a detailed overview of the HCV department, including each employee and job duties. The department is currently well staffed, and leadership is ensuring everyone is getting the proper training needed to complete the day-to-day tasks. RHA currently has 576 jurisdictional vouchers which also includes Project-Based Vouchers. Of the 576 units, we are close to full occupancy. Continue to keep an eye on our per unit voucher costs, as we understand there is a potential for rent increases soon. Year to date percentage of vouchers being leased is at 99.5%. We continue to work with the VASH program to utilize these units. RHA continues to administer the Rental Assistance funds granted by the city of Renton. Working with landlords to ensure proper process and due diligence is being met.
 - 5.2.1. HCV Management Review update, Econometrica technical advisors (closing remarks): Econometrica will be coming back the week of September 6th for training on the following topics: RAD PBV, waiting list, quality control for inspections, as well as portability. The HCV team is looking forward to having the trainers come back to RHA. All training and travel for the trainers is sponsored by HUD.

6. OLD BUSINESS

- 6.1. Allied Residential management update, Charlene DePuy: Initially, the portfolio was at 94% occupancy with 25 vacant units. Currently, there are about 10 vacant units' portfolio wide. All the properties are fully staffed. Houser has 5 vacant units, 3 of which are VASH. We are drilling down on policies and procedures on open accounts receivable deliverables, as well as cleaning up resident account ledgers. We are hoping we are getting all the resources we can to ensure rents in the rears are getting taken care of. More information to come on the open accounts receivables - RHAs intention is not to evict any residents and hopeful secure resources for tenants through third parties to get accounts right sized.
- 6.2. Human Resources update, staffing pattern, Covid management (Debra): RHA continues to follow the CDC guidelines and directives.
- 6.3. Sunset Neighborhood Center, operations, and use, Stephen Gray: Beginning in September, for 4 days a week, an HCV staff member will be present at SNC. We also hope to begin building a relationship with the Highlands library to secure a space for one-day a week after-hours resident meeting. Mark (ED): The cell tower project is still an ongoing effort. Crown Castle continues to fine tune items with The City of Renton. All indications are the project is intended to continue moving along.
- 6.4. Sunset Gardens development update, Sean McCarty: Building demolition was completed last week. Dirt and foundations will begin shortly. Commissioner Wheeler inquired about what the parking will look like once the project is completed. 45-47 parking spaces, with designated residential tuck-under spaces codified.
- 6.5. Security and Disposition of Vehicles, Equipment, Tools, and Furniture update (Sean): 2/3 completed on the individual inventory items. The next step is to get an outside third-party expert to come in to evaluate the items for a surplus of the items and a public advertising as well as an auctioneer. The steps taken thus far are requirements through

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RHAs disposition of capitalized assets. Staff members will present the Board with specific details and resolutions in September.

- 6.6. 95 Burnett occupancy accounting and renovation update (Charlene, Debra): The previously flooded units are back online and rented. Only 8 vacant units at 96 Burnett. 60/80 units have successfully been remodeled with 20 units left. The roofing was delayed due to materials but is due to pick up again beginning of September. Extra security cameras have been placed around the parking garage so non-residents can't come in unexpectedly. Looking to see what the costs are for a new gate as well.
- 6.7. Executive director succession and Board members update (Debra, HR): Debra interviewing search firms to help RHA secure the next ED. The best estimate we have gotten so far is between the range of \$30-35k for a permanent placement candidate. Our benchmark is to get someone in by October 15, in hopes for the incumbent to be able to work alongside Mark.

7. NEW BUSINESS

- 7.1. IT Strategic Initiatives, Rent Café, and SharePoint (Dawn Pacheco): RHA is implementing rent café PHA for our Housing Choice Voucher department through the YARDI system. This will help the HCV department digitize paperwork as much as possible, and tenants can upload documents through the portal as well. We currently have the Yardi applicant and landlord portal up and running. We don't expect we will get 100% participation, but we are hopeful for some participation. This will take 6-8 weeks to implement. A document management system will be implemented at the same time as well. We will be using the YARDI workflow process. We will have a third-party consultant and a YARDI specialist helping us with this initiative. RHA staff will ensure proper communication for this implementation is sent out to our clients.

8. UPCOMING EVENTS

- 8.1. The Renton Farmers Market runs every Tuesday, June through September, from 3 pm to 7 pm at So. 3rd and Logan Ave South - across the street from Piazza Renton in Downtown Renton

9. **AUDIENCE COMMENT:** Resident Nicole Gilbert: Will there be any upkeep that needs to be done for the A/C units that are outside of the resident's units? Sean McCarty: residents are not required to do any upkeep for the AC units. Maintenance will keep will be tasked with this work

10. ADJOURN: 11:07AM

DATE: August 8, 2022

Signature: _____
Ryan Runge, Chairperson

ATTEST:

Mark R. Gropper, Secretary

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