

**THE 1015th MEETING  
BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY, THE CITY OF RENTON  
MONDAY, September 12, 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, September 12, 2022. The meeting was held via Zoom conferencing. Chairperson Runge called the meeting to order at 9:02 am.

**1. COMMISSIONERS PRESENT:** Johnnie Barnes, Gerry Marsh, Ryan Runge, Merna Wheeler. Also present: Mark Gropper, Executive Director (Excused Absence), 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 Wheeler and a second by Commissioner Barnes to approve the minutes of the 1014th board meeting on Monday, August 8, 2022.

**Ayes: All**

Nays: None

Motion Carried

**3. AUDIENCE COMMENT:** Resident, Nicole commented on the online rent payment portal through Allied, it has been a successful endeavor thus far. The first resident council meeting at Evergreen Terrace is set to be held on 9/16. Commissioner Wheeler asked how the residents who don't have computers pay rent online. Charlene DePuy: Currently, the residents are still able to go into the offices or mail to pay. There are handheld devices at the offices for residents to come in and pay rent, and residents still have an option to pay as normal.

**4. CONSENT AGENDA**

4.1. Local Government Investment Pool, August 2022: Earnings have been rising monthly.

4.2. Checks Issued Report, August 2022: Large checks were made out to State Farm on behalf of the Sunset Gardens project for different policies including builders' risk, commercial umbrella, and building materials. Commissioner Wheeler inquired about 3 separate checks to Robert Half. RHA currently have 3 temps working in each department to help us get current on our projects and assignments.

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

**Ayes: All**

Nays: None

Motion Carried

**5. FINANCIAL**

5.1. Financial Statements as of July 2022 [**\*ACTION**]: No major anomalies from the previous months. Our partnership, Allied Residential has continued to send reports for the different properties regarding revenue and expenses. We are hoping to get better reporting on the parent companies through Allied. RHA has two partnership audits from 2021, a state audit coming in early October, as well as a HUD reporting audit.

**MOTION** by Commissioner Barnes and a second by Commissioner Wheeler to approve the July Financials.

**Ayes: All**

Nays: None

Motion Carried

5.2. Housing Choice Voucher Utilization update, July 2022, Stephen Gray (Program Administrator): 564 total units leased up. Although we normally have 578 available units

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to lease, we are at 576 as RHA is being sanctioned the \$3500 by HUD which equates to two units. The sanction will not be released until RHA gets current on the HUD audits. RHA is on target with unit utilization at 99.5%. The downside of being fully utilized is that our waiting list clients remain on the list until we have more units. In the fourth quarter, RHA and KCHA will swap vouchers between jurisdictions – this increases our revenue by alleviating the admin fee costs. Each month Stephen will be reporting the SEAMAP reporting structure. Econometrica provided a checklist to begin reporting on SEAMAP information. Fair Market Rents went up across the board by about \$150 per bedroom – this is just barely scratching the surface as the market rental prices continue skyrocketing.

5.2.1. Econometrica technical advisors, continued in-house training (Debra, HR): RHA leadership worked with Econometrica to update the HCV department organization chart and have placed the right employees to fit the appropriate job descriptions based on Econometrica's recommendations.

## 6. OLD BUSINESS

- 6.1. Seattle HUD Office of Public Housing discussion update (Charlie, Stephen): HUD expects financial statements to be completed 90 months after the fiscal period. RHA is currently finishing audits for FY 2020 through 2022.
- 6.2. Allied Residential management update (Charlene, Asset Manager): Allied has picked up speed. We continue to work with Allied to get their financial statements up to include all the details of the properties. Working on completing recertifications. Charlene is currently doing all the partnership reporting and helping Charlie with the partnership audits, hoping to have Allied do this soon. Sean remarked that RHA is expecting to add additional expenditures for Golden Cedars fire alarm monitoring. Allied staff had to go on fire watch until we could sort out the situation. We successfully brought online an AES system (BNH fire and safety security) through procurement. We will see some cost savings with this new system. Charlene remarked that there was a resident meeting held at Houser recently with nearly 80% of residents in attendance. The resident's biggest concern is about security – they want to see a security service walking the sites daily. Allied is looking to propose a budget for FY 2023.
- 6.3. Human Resources update, staffing pattern, Covid management (Debra): We are currently recruiting for 3 different positions – with the Controller and Executive Director roles being a top priority.
- 6.4. Sunset Neighborhood Center update (Debra): HCV team will be on-site 5 days a week from 8am-5pm. One evening per week, an HCV member will be at the Highlands library 5 pm-8 pm for any evening appointment needs.
- 6.5. Sunset Gardens development update (Sean, Director of Construction): Archer, the subcontractor for Anderson Construction is doing site grading, and excavation for telecommunication vaults, as well as trenching. Plumbing inspections, underground inspections, electrical inspections, as well as underground fire lane inspections are currently in progress. We will be moving over to building footing foundation work in the coming months. We continue to do our due diligence as it relates to the Phase 2 soil chemical finds throughout this project.
- 6.6. 95 Burnett occupancy accounting and renovation update (Charlene, Asset Manager): Rented all units, only 1 individual that did not renew their lease. We are in a good position. Rehab-wise, we are preparing to do the roof overlay. Since upgrading our security system, we are seeing a decrease in criminal activity. Will be installing Amazon lock boxes to prevent from any packages being stolen.
- 6.7. IT Strategic Initiatives, Rent Café, and SharePoint (Dawn Pacheco): Dawn had the first meeting with Yardi and the SharePoint team today. The completion time for SharePoint implementation is estimated at 6 weeks and 8 weeks for Rent Café implementation. RHA hired a consulting firm to help us transition into both systems.

## 7. NEW BUSINESS

- 7.1. **Resolution #2674-2022:** Board resolution of affirmation authorizing the approval for the adoption of the 2023 procurement policy updates. The micro-purchase procurement amounts are to be increased accordingly to \$10k from RHAs current amount of \$3500.

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**MOTION** by Commissioner Wheeler and a second by Commissioner Barnes to affirm the Resolution of affirmation authorizing the approval for updated Agency Procurement Policy.

Ayes: All

Nays: None

Motion Carried

**RESOLUTION #2674-2022**

**THEREFORE, BE IT RESOLVED** by the Commissioners of the Housing Authority of the City of Renton, WA to affirm the Resolution of affirmation authorizing the approval to update the procurement policy.

**DATE:** September 12, 2022

**Signature:** \_\_\_\_\_  
**Ryan Runge, Chairperson**

**ATTEST:**

\_\_\_\_\_  
**Mark R. Gropper, Secretary**

7.2. **Hold, resolution #2675-2022:** Commissioner Wheeler asked how many months it has been since the pieces of equipment have been out of use, and have we had to use any of the items in the interim? Sean responded: Beginning roughly in April 2022. RHA requested for Allied create a list of items that they would find useful in their day-to-day operations, and RHA handed off the tools requested. The remainder of the inventory has been placed in storage, and the vehicles are dispersed in different areas of the Renton Highlands. Now, it is costing RHA money to store the equipment. Commissioner Runge remarked that he and Commissioner Wheeler recently met with the city Mayor, and believes at this time, resolutions such as this should be tabled until the new ED for RHA is hired. Perhaps the future ED of RHA may have a different vision and direction for outsourcing property management and maintenance before adopting Resolution #2675-2022. Therefore, resolution #2675-2022 will be on hold for the time being. However, the Board is in favor of RHA finding storage space for the vehicles to be stored.

**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
- 8.2. Seattle Works, The Bridge (Virtual): Board Training: Thursday, September 15/Saturday, September 19th, 2022
- 8.3. All Staff celebration mid-December, date/time TBD

9. **AUDIENCE COMMENT:** Resident Nicole Gilbert commented on the Amazon delivery station that was previously mentioned in the meeting as she believes the Evergreen Terrace property could use this service as well. Also mentioned utilizing cameras for multiple purposes i.e., figuring out if the laundry machine room has open availability. Remarked that the current system with the cameras and a key card is redundant and intrusive. Debra (HR): RHA will of course take into consideration the recommendations from our providers, residents as well as other stakeholders of our properties to what is relevant to our society right now. Brooke Vance asked inquired about the IT update on SharePoint and Rent Café, and whether other residents will be able to see personal information. Debra response: No, everything is set up with access permissions. Each resident has access to a portal for communicating with their respective case manager and submitting forms. Does the new procurement policy only apply to contract work, or does it also apply to procuring things like new laundry machines? Sean responded: Anything over \$10k we must procure with three bids, and it can apply for the above items mentioned.

10. Executive Session following the regular Board meeting, Debra, Human Resources, to remark on executive director succession updates. [Executive Session notes enumerated separately from the regular meeting minutes]

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11. ADJOURN [\*ACTION] 12:40PM

DATE: September 12, 2022

Signature: \_\_\_\_\_  
Ryan Runge, Chairperson

ATTEST:

\_\_\_\_\_  
Mark R. Gropper, Secretary

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