

**THE 1016th MEETING
BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY, THE CITY OF RENTON
MONDAY, October 10, 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, October 10, 2022. The meeting was held via Zoom conferencing. Chairperson Runge called the meeting to order at 9:06 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. Guests Present: Brooke Vance, Nicole Gilbert
2. **CONSIDERATION OF MINUTES:** Update hold resolution (2675-2022) to reflect Commissioner Runge and Commissioner Wheeler as having met with the city Mayor.
MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the minutes of the 1015th board meeting on Monday, September 12, 2022.

Ayes: All

Nays: None

Motion Carried

3. **AUDIENCE COMMENT:** Resident Brooke Vance: Continues to connect with Allied Residential regarding resident council formation. Resident Nicole Gilbert: Disappointed that this meeting fell through and hoping to get more structure set up for consistency. Commissioner Runge inferred with Commissioner Wheeler whether she has seen a resident meeting programmed through the RHA in the past. Commissioner Wheeler has not seen a resident commission formed in the past. Offered her cell phone number to be reached for guidance on the matter. Commissioner Runge suggested there be a game plan set up before next month's meeting.
4. **CONSENT AGENDA**
 - 4.1. Local Government Investment Pool, September 2022: Gross earnings of \$10k. We are still needing to keep up with the inflation with a rate of return at 2.5%.
 - 4.2. Checks Issued Report, September 2022: We have been successful in transitioning many landlords from paper checks to ACH. We will continue pushing to get 100% of our landlords to utilize the ACH system. A \$42k payment was made on the company credit card due to the water shut-off notices to multiple properties.
MOTION by Commissioner Wheeler and a second by Commissioner Barnes to approve the Consent Agenda.

Ayes: All

Nays: None

Motion Carried

5. FINANCIAL

- 5.1. Financial Statements as of July 2022 [***ACTION**]: Finance staff continues to work through the state and partnership audits. Charlene DePuy: Allied's property's net-to-rent ratio has been progressing and performing well. Commissioner Wheeler inquired on the Allied summary report; what does "lack of laundry mean?" Charlene responded: Currently, the sites still use coin collections – we are in the process of bidding for new machines and looking at different options for the machines that take cards. RHA is currently collecting coins every two months; we will be changing that frequency to once a month to alleviate any issues.
MOTION by Commissioner Barnes and a second by Commissioner Wheeler to approve the July Financials.

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.

Ayes: All

Nays: None

Motion Carried

5.2. Housing Choice Voucher Utilization update, August 2022, Stephen Gray (Program Administrator): RHA was notified that we will be going through a CHAIR (calculated of HAP and adjusted income review) audit. HUD selected 16 files for RHA to provide income/subsidy calculations. No deficiencies were found on the multiple housing report and EIV prescreening report. HUD allocated 8 new vouchers to RHA. We will use the 8 vouchers in tandem with people who are exiting project-based housing who meet the qualifications to receive a voucher. In addition, KCHA is short on its utilization and is absorbing about 200 vouchers from their port-ins. At the end of this month, we will go from 561 to 551 vouchers. This allows us an opportunity to help people on our waiting list. The Rent Burden tool was introduced by HUD. Currently, we are over 40% on the rent burden threshold - due to the rent standards going up. We are proposing a rent increase – which will help the agency get below the desired 40% threshold. RHA received more rental assistance funds for 250k; to continue helping families affected by COVID. We have until April 30, 2023, to distribute the funds. Commissioner Runge asked what the difference between a PBV and an HCV voucher. Stephen's response: Project Based Vouchers (PBV) are locked in with certain properties, and the Housing Choice Voucher (HCV) allows people to move anywhere.

5.2.1. **RESOLUTION #2676-2022:** Board affirmation to update the Voucher Payment Standards per the fair market rent valuations. Effective January 1, 2023, for recertifications, and October 10, 2022, for interim certifications and new move-ins. **MOTION** by Commissioner Wheeler and a second by Commissioner Barnes to affirm the Resolution of affirmation authorizing to update of the Voucher Payment Standards.

Ayes: All

Nays: None

Motion Carried

RESOLUTION #2676-2022

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 Voucher Payment Standards.

DATE: October 10, 2022

Signature: _____
Ryan Runge, Chairperson

ATTEST:

Mark R. Gropper, Secretary

6. OLD BUSINESS

6.1. **RESOLUTION #2677-2022:** Board affirmation to reject 2022 CFP funds and recapture unspent CFP funds from 2019-2021. WHEREAS, it has become necessary for Renton Housing Authority to return: FY 2022 Capital Fund Program grant: WA01P011501-22 in the amount of \$227,080 and recapture: FY 2021 Capital Fund Program grant: WA01P011501-21 in the amount of \$185,789, FY 2020 Capital Fund Program grant: WA01P011501-20 in the amount of \$293,564, FY 2019 Capital Fund Program grant: WA01P011501-19 in the amount of \$3,015. The Board of Commissioners authorizes the Executive Director to provide written correspondence to the HUD Field Office returning the same. Sean remarked: Because RHA no longer has LIPH units, we no longer have a need to utilize the CFP funds and therefore, we needed to return the grant. **MOTION** by Commissioner Wheeler and a second by Commissioner Barnes to affirm the Resolution of affirmation authorizing the approval to reject the Capital Funds Program (CFP) grants from 2019-2021.

Ayes: All

Nays: None

Motion Carried

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RESOLUTION #2677-2022

THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the City of Renton, WA to affirm the Resolution of affirmation authorizing to reject the Capital Funds Program (CFP) grants from 2019-2021.

DATE: **October 10, 2022**
Signature: _____
Ryan Runge, Chairperson

ATTEST:

Mark R. Gropper, Secretary

- 6.2. First Read: The fiscal year 2023 PHA Annual Plan has been made available to the public to meet HUD's 60-day public comment period requirement. Staff members to request for Board resolution adoption in December.
- 6.3. Allied Residential management update (Charlene, Asset Manager): Working with continued weekly AP runs – closer to getting financial packets dialed in. RHA is due to receive budgets from Allied in the coming weeks. File and on-site inspections audit with the Washington State Housing Finance Committee. After Fair Market rents are established, working to get the correct rents for the properties are being utilized. Getting proposals from Allied to get better laundry units and security systems as well as upgrading the common areas.
- 6.4. Human Resources update (Debra): RHA continues to manage COVID well. Making strides on our recruiting endeavors.
- 6.5. Sunset Neighborhood Center update (Debra): Beginning on October 16, the HCV team will be on-site 5 days a week from 8 am-5 pm. One evening per week, an HCV member will be at the Highlands library from 5 pm-8 pm for any evening appointment needs. The multipurpose room will begin to be utilized. United Way will be using the space for free tax help for the community.
- 6.6. Sunset Gardens development update (Sean, Director of Construction): Footings, forms and foundation work is being poured in stages. Self-erecting crane will be put on site. Entering winter construction work schedule will be from 7 am-5 pm.
- 6.7. 95 Burnett occupancy accounting and renovation update (Charlene, Asset Manager): Down to the last 10 units to be rehabbed for the year, and roofing work has commenced. Significantly decreased issues in the parking area. Installing lockers to be placed in the community room.
- 6.8. Willowcrest Phase II development update (Sean): Early stages of Phase II of this project have commenced. A question regarding the exhibits shown in the adapt engineering survey regarding the homeless enchantment was asked. This survey was abated before the project began in 2017.
- 6.9. Vehicle Disposition update (Sean): Per the Boards request, RHA has found a secure storage facility that will accommodate all RHA vehicles (17 vehicles, 3 trailers, and a tractor) in Maple Valley.

7. NEW BUSINESS

- 7.1. **RESOLUTION #2678-2022:** Board affirmation to adopt the 2023 benefits renewal package. After going on the market to meet the 3-year procurement policy for RFP the bidding process, RHA has deduced that the current medical, dental, vision, and life insurance coverages through Kaiser Permanente, MetLife, Vision Service Plan (VSP), and Lincoln Financial Group (life and long-term disability) will remain as the plans show a 1% overall decrease from the previous plan year. RHA will also continue to consider a contribution of \$3000 into an HRA account through Pacific Source Administrators to help with employee out-of-pocket expenses. Consideration will be contingent on ensuring the 2023 agency budget allowance.

MOTION by Commissioner Wheeler and a second by Commissioner Barnes to affirm the Resolution authorizing the approval of the 2023 benefits package.

Ayes: All

Nays: None

Motion Carried

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RESOLUTION #2678-2022

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 2023 benefits package.

DATE: October 10, 2022

**Signature: _____
Ryan Runge, Chairperson**

ATTEST:

Mark R. Gropper, Secretary

8. UPCOMING EVENTS

- 8.1. All Staff end of year gathering and 2023 overview, date/location TBD
- 8.2. Board of Commissioners reappointment December 12, 2022: Reconvene after the regular session
- 8.3. 2023 Commissioners' conference: Hilton Orlando Buena Vista, FL, January 8-11, 2023

9. AUDIENCE COMMENT: Resident Nicole Gilbert: Will the office hours at SNC/library be by appointment only, and does RHA have contact information for HealthPoint? Staff remarked that in-person visits are indeed by appointment only and to review all partnership contact information on the Renton Housing Authority's website.

10. Board members and Debra (HR) to reconvene for Executive Director candidate interview

11. ADJOURN [*ACTION] 11AM

DATE: October 10, 2022

**Signature: _____
Ryan Runge, Chairperson**

ATTEST:

Mark R. Gropper, Secretary

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