



Rockwall Housing Authority
Where everyday is a new beginning

MINUTES

ROCKWALL HOUSING AUTHORITY BOARD OF DIRECTORS REGULAR MEETING

Thursday, April 18, 2024 – 6:00 p.m.

100 Lake Meadows Dr. - Rockwall, TX 75087

1. Call Public Meeting to Order / Declare a Quorum

Chairman Matt Neyland called the public meeting to order and declared a quorum at 6:00 p.m. Present were Board Members Matt Neyland, Teresa Sevier, Rick Crowley, Maryann Hall, and Carla Wise. Also present were RHA Interim Executive Director Aurora Bueno, City of Rockwall City Manager Mary Smith, and City of Rockwall Director of Administrative Services David Sweet. Rockwall Councilmember Tim McCallum was present but only to observe the public portion of the board meeting. City Attorney Lea Ream attended by video teleconference (ZOOM).

2. Pledge of Allegiance

Board Members recited the Pledge of Allegiance.

3. Open Forum / Public Comment

Board Member Matt Neyland explained how Open Forum is conducted, asking if anyone would like to come forth and speak at this time.

Elena Deleon (RHA Resident)
100 Lake Meadows Drive
Rockwall, TX

Ms. Deleon came forth and thanked the Board for STAR Transit for transportation to Mr. Rios funeral as well as all of those who cleaned up the storage room. She continued to thank the Board for coming in and signing checks. Lastly, she thanked the Board for the recent appointment of Interim Executive Director, Aurora Bueno, expressing her sentiments that Ms. Bueno is a mover and a shaker. She indicated that other RHA residents are also in agreement regarding Ms. Bueno.

Sandy Jackson (RHA Resident)
100 Lake Meadows Drive, #204
Rockwall, TX

Ms. Jackson had a question regarding the AC Unit and associated routine maintenance. Board Member Wise agreed with Sandy's comment regarding the AC and mentioned the AC badly needs cleaning. Other residents have mentioned the pear trees hitting window screens.

Marie Markley (RHA Resident)
(100 Lake Meadows no unit stated)

Ms. Markley indicated she would like the gardening/landscaping handled better. A comment was also made regarding the dump site along the creek. Indication was given that the City will contact its Code Enforcement Department.

There being no one else wishing to come forth and speak at this time, Chairman Matt Neyland closed Open Forum.

4. Introduction of newly appointed board members.

New Board Members Maryann Hall and Carla Wise were briefly introduced.

5. Consent Agenda Items

- a. Discuss / act on approval of minutes from March 22, 2024 meeting.

Board Member Crowley made a motion to approve the March 22, 2024 meeting minutes. Board Member Sevier seconded the motion, which passed by a vote of 5 ayes to 0 nays.

6. Discuss / act on Rockwall Housing Authority Programs and Related Reports, including:

- a. Management and Maintenance of RHA facilities

David Sweet reviewed and updated the board on the following list of maintenance items:

1. Computers - IT recommends the purchase of 1 laptop and 2 desktop computers and associated items needing to be replaced for a total of \$9,275. There are 2 options regarding printers. Option 1 - purchase price of \$1032.00, lease at \$25.96 a month. Option 2 - purchase price of \$1,722.00, lease at \$39.00 a month. Service agreements will be \$17.00 on either option, whether leased or purchased.
2. Deck at 100 Lake Meadows - existing deck needs to be removed. Two bids have been received.
3. The playground at Throckmorton Street is damaged and has safety issues. Estimated cost is around \$7,500. Indication was given that the city's Parks Department will cover it the parts and repair
4. Regarding 406 Storrs Street - Condensation line from the AC was cracked, and it leaked causing damage throughout the bedroom and bathroom ceilings. It fell in the bedroom. The line has been fixed, and the ceiling hole has been secured with plastic. An environmental consultant will be testing organic growth in the ceiling on Monday.
5. Regarding 707 Throckmorton Street – The resident was evicted, and the unit needs a complete make ready. Ms. Bueno is having staff clean the unit tomorrow. In addition, staff will meet with painters tomorrow who will paint that unit and two more in this building.
6. Regarding Door Control System – there are significant concerns with the vendor currently under contract. Staff will continue to get bids if the board chooses to move forward in a different direction.
7. Regarding the phone system - IT is assessing and will have a recommendation soon. It is believed the phone system will need to be replaced.
8. Regarding TXU – Rockwall Assistant City Manager, Joey Boyd is working to get access to the account history and will be assessing the service to ensure RHA is getting the best contract/best value.
9. Dallas Doors will be replacing the door stop on the door in the day room tomorrow.

10. Staff had a rolloff dumpster dropped off on Ross Street, and it ended up being filled up – in part – with items cleaned out of the garage.
 11. The hot water heater at 321 South Fannin was replaced.
 12. Sidewalk safety hazards have been repaired at 100 Lake Meadows.
 13. Locks have been rekeyed at 100 Lake Meadows, including 5 locks (i.e. rear door to match front door, office main door, Tammy's (RHA staff member's) office door).
 14. Staff also had 707 Throckmorton St. rekeyed. In addition, a storage area was set aside inside of the maintenance garage in order to secure a former resident's belongings.
 15. Locks were also replaced at 502 Storrs Street, which is an abandoned unit.
 16. Trees were removed behind 406 and 502 Storrs Street, and stump grinding has been scheduled.
 17. The RHA truck was moved to the garage.
 18. Things to be aware of for future consideration include: AC units and hot water heaters in project 1 and 2 are very old. The RHA truck is a 1998 Ford F150.
- a. Update from Interim Executive Director regarding management of RHA
Aurora Bueno, Interim RHA Executive Director gave an update regarding the management of RHA.
 1. She stated that much work is needed to report to HUD.
 2. An admin plan is needed.
 3. Spoke about letting some contractors go and also evaluating one
 4. She is currently working to get access reestablished with HUD.
 - b. Update regarding RHA financials
Mary Smith, City Manager of Rockwall gave an update on the RHA financials, including indicating that the Operating Budget is currently at 53%. Also, the capital account has a \$6k balance. Mrs. Smith also commented on the following: RHA needs to reestablish HUD access and is working to update official RHA contacts with HUD. She gave a Section 8 update. Mrs. Smith shared that she recently met with the Vice President of Lakeside Bank. She is still working to gain access to the Ameritrade account(s). She indicated that the account with LPL has been closed and a check will be mailed. Indication was given that RHA utilizes "Lindsey Software," and they will continue to do so. Staff is also working with auditors. Mrs. Smith pointed out concerns with legal budgeted funds. Board Member Hall briefly sought and received clarification regarding the RHA's calendar / fiscal year as well as availability of funds. Brief general discussion ensued related to the accounting, auditor(s), and the existing software ("Lindsey").

Following the discussion, Board Member Crowley made a motion to authorize the Rockwall City Manager to acquire computers and move forward with the option to lease printers. Board Member Hall seconded the motion, which passed by a vote of 5 ayes to 0 nays.

Brief discussion then took place regarding the capital budget and plans for future, related projects.

7. Discuss / act on approval of resolutions adopting the following:
 - a. an expenditure policy b. personnel policies
- a. Expenditure Policy

Mrs. Smith explained reasons to consider adopting the proposed expenditure policy, including the need to add language indicating that the new policy will supersede the old policy.

Board Member Crowley made a motion to approve the resolution adopting the expenditure policy. Board Member Wise seconded the motion, which passed by a vote of 5 ayes to 0 nays.

b. Personnel policies

Mrs. Smith briefly explained reasons behind the need to adopt personnel policies. Board Member Crowley then made a motion to approve the resolution adopting personnel policies. Board Member Sevier seconded the motion, which passed by a vote of 5 ayes to 0 nays.

Board Member Wise then made a motion to notify Netcom that their contract for the door control system is being terminated. Board Member Sevier seconded the motion, which passed by a vote of 5 ayes to 0 nays.

Board Member Wise made a motion to schedule future, regular board meetings at 10:00 a.m. on the 3rd Thursday of every month. Board Member Hall seconded the motion, which passed by a vote of 5 ayes to 0 nays.

8. Executive Session: Chairman Neyland recessed the public meeting at 7:12 p.m. for the Board to go into Executive Session to discuss the following matters, as authorized by Chapter 551 of the Texas Government Code. Chairman Neyland read the following discussion items into the public record before recessing:
- a. To deliberate compensation and benefits due to the former Executive Director (pursuant to: Personnel Matters, Consultation with Attorney)
 - b. To deliberate duties, assignments, and staffing restructure (pursuant to: Personnel Matters, Consultation with Attorney)

9. Call public meeting back to order, and take any action as a result of Executive Session.

Chairman Neyland called the public meeting back to order at 7:53 p.m. No action was taken by the Board as a result of Executive Session.

10. Adjournment

Chairman Neyland adjourned the meeting at 7:58 p.m.

PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE ROCKWALL HOUSING AUTHORITY (RHA) ON THIS 16th DAY OF MAY, 2024.

ATTEST:


Richard R. Crowley, RHA Secretary


Matthew Neyland, RHA President