



Rockwall Housing Authority  
Where everyday is a new beginning

## MINUTES

### ROCKWALL HOUSING AUTHORITY BOARD OF DIRECTORS REGULAR MEETING

Thursday, May 16, 2024 – 10:00 a.m.

100 Lake Meadows Dr. - Rockwall, TX 75087

#### 1. Call Public Meeting to Order / Declare a Quorum

Chairman Neyland called the meeting to order at 10:03 AM. The following members were present: Board Chairman Matt Neyland, Assistant Chair Teresa Sevier, Secretary Rick Crowley and Board Members Carla Wise and Maryann Hall. Also present were Interim RHA Director, Aurora Bueno, Rockwall City Manager, Mary Smith, City of Rockwall's Director of Administrative Services, David Sweet, City of Rockwall facilities staff member, Jared Yancey, and RHA legal counsel, Lea Ream.

#### 2. Pledge of Allegiance

The Board recited the Pledge of Allegiance.

#### 3. Open Forum / Public Comment

No one came forth to speak at this time.

#### 4. Introduction of newly appointed board members

This item was not addressed at this time since it was covered at the last board meeting.

#### 5. Consent Agenda Items

- a. Discuss / act on approval of minutes from the April 18, 2024 board meeting

Board Member Wise moved to approve the minutes, as presented. Secretary Crowley seconded the motion, which passed unanimously.

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

- a. Update on maintenance of RHA facilities

Mr. Sweet introduced the City of Rockwall Facilities Manager, Jared Yancey, indicating he has been instrumental in assisting with various repairs with RHA units / facilities. Mr. Sweet shared that computers and printers have been delivered and installed for RHA staff. He then provided an update to the board concerning various facility-related repairs and outstanding needs and projects as well as extensive cleaning efforts that have transpired and/or are ongoing.

Lakepointe Church is stepping up to assist with taking down and replacing the old deck.

In one of the residential units (406 Storrs), the condensation line from the air conditioner (a/c) was cracked. As a result, it leaked and caused damage throughout the bedroom and bathroom ceilings, with the bedroom ceiling eventually falling in. The a/c line has now been fixed, the wet insulation was removed, and the hole has been secured with plastic. An environmental consultant did a test for organic growth. What was identified is not growing since the insulation was removed, and it is not harmful to the resident; however, an air purifier has been placed in the residential unit. Neither staff nor HUD was able to find the asbestos report for the unit, so staff had one conducted and should receive the report today. After much discussion, Aurora did file a claim with the insurance company, and they will be onsite today. Staff will have to move the resident out of the unit for about a month. The resident will be temporarily moved to a hotel that is handicap accessible, and Lakepointe Church will be paying for his complete stay. Staff believes his belongings will be able to be moved from the bedroom to the living room, depending on the contractor visit.

Regarding one other residential unit, a painter is currently working to get it ready to lease, and the cleaning crew did an amazing job.

At 100 Lake Meadows, each resident unit has one wall a/c unit. A local company, Honea Central Air, is going to perform an inspection/clean on every unit. In all one-bedroom apartments, there is one AC that is in the living room. In some of the one bedrooms, there is a PLEM mounted to the top of the AC with a hole in the wall to the bedroom that is intended to provide cold air to the bedroom. It's not efficient, it's not ideal, and it blocks the ability to clean the unit properly. Through this inspection, staff will identify all apartments with this set up and work to remove them. Each year new units are ordered and replaced as needed, staff will continue this practice. Also, with the inspections, staff will continue to identify older units and plan replacement for them. Staff has also requested a bid for inspection of the AC in the units outside of the building and plans to have those inspected as well. Staff pointed out that all of those AC units are 20-25 years old, and there has already been the need for 3 service calls over the last month alone. One of the AC problems on an outside unit was exactly what happened at 406 Storrs, we just caught it early and had the condenser line replaced.

Mr. Sweet also provided brief updates regarding the RHA phone system, electrical service, ramps that were recently replaced, a door stop that was recently replaced by Dallas Doors, and the playground on Throckmorton that is currently being addressed. He indicated that ongoing facility-related concerns that the RHA Board should be mindful of include: a/c units (are old, need servicing and/or replacements); hot water heaters (are very old); bathtubs and showers (need bathtubs removed and replaced with ADA/wheelchair accessible showers in the units); electrical amperage-related concerns as well as electrical meter-related concerns (need to address these issues so as to ensure 'fire safety' in the buildings/units).

The Board took no action related to these updates.

b. Update from Interim Executive Director regarding management of RHA

Ms. Bueno shared that she will be focusing on creation of a 5 year plan, which is being developed in conjunction with Wright Consulting and is due by July 18, 2024. One of the things she will be focusing on is removing all bathtubs within the units and replacing them with walk-in showers as well as ensuring that they eventually all become ADA accessible / ADA compliant. She also touched on eLOCCS (HUD's electronic Line of Credit Control System), indicating that as of May 14, she finally obtained access to draw down funds for Operating & Capital expenses. Also, the 2021 and 2022 years of capital funds were recently closed out. A draw down of \$68k is to fund today, Thurs., May 16, for the Operating Fund. She briefly touched on the Lindsey Software, sharing that the total anticipated cost for the cloud version conversation and other modules is \$14,440. This will be billed on a monthly basis if the decision is made to move financials to the City. Regarding Admission and Continued Occupancy Policy (ACOP) for Public Housing and Administrative Plan for Housing Choice Vendor Program – both will need to be updated by the end of the year. The ACOP has not been located as of today. She explained that the ACOP and Administrative Plan is a guidebook on how to plan and run your programs with policies and

procedures in place. Regarding files and documentation, the plan is for all documents to be updated and corrected in files by end of this year. She shared that the RHA's reporting rate is below 95%, but it has to be at least 95% or higher in order to be considered a 'high performing' agency. General discussion took place regarding INSPIRE inspections.

The Board took no action as a result of this agenda item and associated discussions.

- c. Update regarding RHA financials

City Manager, Mary Smith updated the board at this time. She indicated that LPL account has been closed, and that the check is in the bank. The Ameritrade Account has been transitioned to Charles Schwab due to their merger. Ms. Smith continues to attempt to get the Schwab Trust Department to update the contact information to current board members. Attempts are being made to get the former RHA Chairman's name (Bruce Payton) removed from the account as well as former board member Charles Bealmear (deceased) and former executive director, Tony Rios (deceased).

Following Mrs. Smith's update, Board Chairman Neyland read the below-listed discussion items into the record before recessing the public meeting to go into Executive Session at 10:40 a.m.

7. Executive Session: The Board of Directors will recess the public meeting to go into Executive Session to discuss the following matters, as authorized by Chapter 551 of the Texas Government Code:
  - a. to deliberate compensation and benefits due to the former Executive Director (pursuant to: Personnel Matters, Consultation with Attorney)
  - b. to deliberate the appointment, employment, and duties of RHA Executive Director (pursuant to: Personnel Matters, Consultation with Attorney)
  - c. to deliberate duties, assignments, and staffing restructure (pursuant to: Personnel Matters, Consultation with Attorney)
8. Call public meeting back to order, and take any action as a result of Executive Session.

Chairman Neyland reconvened the public meeting at 10:45 a.m. Board Member Crowley then moved to authorize the RHA Board Chairman to work with the RHA's legal counsel to negotiate the terms of an employment agreement with Aurora Bueno in order to make Ms. Bueno the permanent RHA Executive Director and bring it back to the board for consideration. Board Member Wise seconded the motion, which passed unanimously.

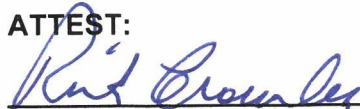
9. Adjournment

The meeting was adjourned at 10:46 a.m.

**PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE ROCKWALL HOUSING AUTHORITY (RHA) ON THIS 18<sup>th</sup> DAY OF JUNE, 2024.**

  
Teresa Sevier, RHA Vice Chair

ATTEST:

  
Richard R. Crowley, RHA Secretary