



Rockwall Housing Authority  
Where everyday is a new beginning

# MINUTES

## ROCKWALL HOUSING AUTHORITY BOARD OF DIRECTORS REGULAR MEETING

**Thursday, July 18, 2024 – 10:00 a.m.**

**100 Lake Meadows Dr. - Rockwall, TX 75087**

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

Chair Matt Neyland called the meeting to order at 10:01 a.m. Present were Chair Matt Neyland, Vice Chair Teresa Sevier and Board Members Rick Crowley, Maryann Hall, and Carla Wise. Also present were RHA Executive Director Aurora Bueno, Rockwall City Councilmember Tim McCallum, Rockwall City Manager Mary Smith, and Rockwall Director of Administrative Services David Sweet (arrived at 10:23 a.m., as noted below). RHA's legal counsel, Lea Ream attended the meeting via telephone.

### 2. Pledge of Allegiance

Attendees stood and recited the Pledge of Allegiance.

### 3. Open Forum / Public Comment

One person came forth to speak at this time, as follows:

Mrs. Marie Markley, resident living at RHA in Unit 311, came forth and complimented Aurora and all the city staff for all they've done. She has observed a lot of good changes, and she thanked everyone for making things better. She hopes she lives to see things that are outlined in the RHA's five year plan come to fruition.

No one else came forth to speak, so Open Forum was closed.

### 4. Consent Agenda Items

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

Board Member Sevier made a motion to approve the minutes. Board Member Wise seconded the motion, which passed unanimously (5 ayes, 0 nays).

### 5. Hold public hearing to receive input regarding the RHA's Annual & 5 Year Plans, and take any action necessary.

Chairman Neyland indicated that the plan has been available in the RHA offices and also on its website. He asked if anyone would like to comment on the plan(s) during this Public Hearing time. No one indicated a desire to do so. Board Member Crowley then moved to accept the proposed Five Year Plan, as presented. Board member Sevier seconded the motion, which passed by a vote of 5 ayes to 0 nays.

### 6. Discuss / act on RHA's Official Business, Programs and Related Reports, including:

- a. Discussion / action regarding RHA's 2023 audit with report from Auditor, Lori Ann Cannon, CPA

Lori Ann Cannon briefed the board on the audit of the Housing Authority for the fiscal year that ended Sept. 30, 2023. She indicated she has issued an 'unmodified' opinion, which, in the auditing world, is considered to be a good, 'clean' opinion.

Rockwall Councilmember Tim McCallum joined the meeting at this point (10:08 AM).

This year, the audit conveys the minimum amount of information that's required. Next time, however, it will reflect updates related to progress on the Housing Authority's Five Year Plan. Details such as those can help with things like if the Authority ever wants to go out to obtain Capital Funds to finance things.

She went on to brief the board in more detail regarding the financial statements, including a status of the Authority's assets, receivables, capitals, liabilities (what it owns), pointing out the Authority is pretty 'liquid'. Brief discussion took place related to "202 Loans" and how those are repaid over time. Ms. Cannon shared that the type of loan referenced in the audit this time is one that is no longer offered or provided by HUD. She explained that this type of loan is one that never has to be paid back over time. It eventually just goes away.

Ms. Cannon also went over the Authority's incomes, expenses, rental rates, and helpful information on how HUD vouchers work. The Authority is not generating a ton of revenue, and with HUD money comes a lot of rules and restrictions on how the funds may be spent and how they are handled over time. This type of money from HUD causes the financials of the Authority to ebb and flow over time.

Ms. Cannon has encouraged the Authority to have good financial policies in place and ensure the policies align with practices that are actually being done day-to-day and overall.

She encouraged anyone who has questions or concerns to reach out to her / call her at any time. Her info is shown on her cover letter.

She shared that she pulled random receipts and traced each of them throughout the entire process to make sure that things were being handled as they should be. This is part of an 'internal controls' system to ensure that abuse of funds, misallocation of funds, etc. is something that is not happening and that, if it is happening, it is identified in a timely manner.

"Uniform Guidance" – she went through files to ensure that tenants are eligible and that all residents have proper HUD-required paperwork on file and they do qualify to be utilizing HUD vouchers. All of this checked out okay. RHA has been identified as 'low risk,' so she only had to pull a small percentage of resident files to review them and ensure compliance. No issues at all were found in the review of the residents' files.

Sweet joined the meeting at this point (10:23 a.m.)

Ms. Cannon shared that the biggest estimate is depreciation. Documentation of HUD funds and allocation needs to be done and it needs to be consistent and reasonable and align with the Authority's financial policies. The policies should be reviewed about once every other year or so to ensure they're valid, being followed, etc.

The board thanked Ms. Cannon for her audit and associated report and briefing to the board. The board took no action following Ms. Cannon's briefing.

b. Hear update from Executive Director regarding management of RHA

Aurora Bueno, Ex. Director, shared that drains are being addressed and drained/cleared on A/C units throughout the properties. All doors of residential units have been being repainted. Also, an estimate has been obtained for one of the units that needs some more noteworthy work done. The Authority's waiting list

is being cleaned up, and likely about 20 vouchers will be issued sometime next week. Information about the waiting list will be pushed out to the Authority's website soon. Rockwall Councilmember McCallum expressed great appreciation for the 'list' being addressed, cleaned up, and pushed out to the website. Ms. Buneo shared that she is going over the entire waiting list, cleaning it up, and basically starting over from scratch. There are some voucher properties that will become available in Rockwall soon. She is working with HUD to start issuing vouchers. She shared that the Housing Authority has the money for it, but the waiting list has not been reliable, and it seems it has not been being used. Brief discussion took place related to income requirements for someone wanting to enter the voucher program and receive public housing assistance. Ms. Bueno also shared about a program that helps tenants work towards eventually purchasing their own home and discontinuing the need for public housing / HUD vouchers. She shared that there is also a veteran's program and a program for those who are disabled. Eventually she wants to grow Rockwall's program to expand to include offering veterans and disabled assistance, but she wants to first ensure the existing program gets 'in order' and is running well. As people move, Ms. Bueno is going to be renovating the units. She is going to utilize the same flooring throughout, and carpet will eventually be eliminated in all units, over time. She shared that one of the RHA's units has been partially renovated, and it's beautiful. It has nice flooring and cabinets, and she wants to utilize it as a starting point to try and renovate all of the units eventually so they'll all look the same. The next thing she will focus on is removing all bathtubs and replacing them all with showers. She mentioned that one of the units (in which the ceiling fell) has cost over \$17k for repairs and renovations.

Mr. Sweet from City of Rockwall shared that the Authority has passed all of its fire inspections. Also, a tree is being removed today from out in front of one of the units. Ms. Buenos shared that Curtis has been painting all of the doors, and he is serving as a handyman throughout the various units. Mr. Sweet commented he does very good work, and he can be trusted. One of the residents commented that the job Curtis did at Unit 410 is not up-to-par. Staff shared they will check on this concern.

c. Hear update regarding RHA financials

Ms. Smith shared that she has no update to provide at this time.

At 10:38 a.m., Chairman Neyland indicated that the board will recess the public meeting to go into Executive Session. He read the below-listed discussion items into the record and then respectfully excused the guest attendees at this time. Executive Session began at 10:41 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. discussion regarding the appointment, employment, and duties of RHA Executive Director, including proposed employment agreement (pursuant to: Personnel Matters, Consultation with Attorney).
  - b. discussion regarding pending or contemplated litigation (Consultation with Attorney).

The Board adjourned from Executive Session at 10:56 a.m.

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

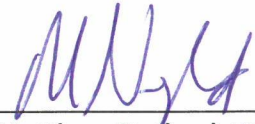
The public meeting reconvened, and Board Member Crowley moved to approve the Executive Director Employment Agreement between the RHA and (newly hired Executive Director) Aurora Bueno and authorize its execution. Board Member Hall seconded the motion, which passed unanimously (5 ayes to 0 nays).



9. Adjournment

Chairman Neyland adjourned the meeting at 10:57 a.m.

PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE ROCKWALL HOUSING AUTHORITY  
(RHA) ON THIS 19<sup>th</sup> DAY OF SEPTEMBER, 2024.

  
Matthew Neyland, RHA President

ATTEST:  
  
Richard R. Crowley, RHA Secretary