

**Pearsall Housing Authority  
Regular Meeting of the Board of Commissioners  
Thursday, August 15, 2024**

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A Regular Meeting of the Board of Commissioners of the Pearsall Housing Authority was held at the offices of the Pearsall Housing Authority located at 501 W. Medina, Pearsall, Texas on Thursday, August 15, 2024 at 6:00 PM

**1. Called the meeting to order.**

The meeting was called to order at 6:00PM by Chairperson Roy Menke

**2. Roll Call and establish meeting.**

**Present:** Chairperson Roy Menke, Vice-Chairperson David Richey, Resident Commissioner Juan Garcia. Potential Commissioner Terri Davila.

**Members Absent:**

**Members Tardy:**

**3. Pledge of Allegiance**

The members recited the United States Pledge of Allegiance.

**4. Residents and citizens to be heard.**

None.

**5. Approve and/or correct the Annual and Regular minutes of the meetings held on July 18, 2024.** Following a brief discussion, Vice-Chairperson David Richey motioned to approve the minutes as presented. Chairperson Roy Menke seconded the motion with all in favor.

**6. Executive Director Reports: Financial Reports, Expenses, Security State Bank balances, Housing Choice Voucher Program Update, Low Rent Public Housing Update, Vacancy Report, Bed bug prevention, CD limits, Set aside funding, and an update on the landscaping project for the month of July 2024**

Secretary Jessica Ramos did not review the Financial Reports due to not being available from the accountant due to being the end of the fiscal year. Reviewed Expenses and Security State Bank balances. Secretary Jessica Ramos gave an update on the Housing Choice Voucher Program. Gave an update on the Low Rent Public Housing vacancy report. Secretary Jessica Ramos gave an update on the posting of a building inspector. Notified the board that the PHA did not receive any proposals and was going to post in the Pleasanton, Carrizo Springs, and San Antonio area to see if the PHA gets any feedback. Following a brief discussion, Vice-Chairperson David Richey motioned to approve the Executive Director Report. Resident Commissioner Juan Garcia seconded the motion with all in favor.

**7. Discussed action items**

**A. Discussed appropriate action regarding the roofing options provided by the consultant of TML.**

Secretary Jessica Ramos notified the board that the base price for the roofs was \$625,981.26 with deductible being an estimated of \$8,600. Also, Jessica notified the board of the Class IV upgrade with a price of \$719,785.76 with the estimated deductible of the \$8,600 and an additional \$71,000. After a brief discussion, Vice-Chairperson David

Richey made a motion to approve the upgrade to the roofs to the Class IV option. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**B. Discussed appropriate action regarding the installation of gutters to all units.**

After a brief discussion, Vice-Chairperson David Richey made a motion to remove this item from the agenda. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**C. Discussed appropriate action regarding the hiring of a plumbing and electrical contractor.**

After a brief discussion, Vice-Chairperson David Richey made a motion to remove this item from the agenda. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**D. Discussed appropriate action regarding the drawings and surveys of all the properties.**

Secretary Jessica Ramos notified the board of finding a surveying company but had yet to receive a price. After a brief discussion, Vice-Chairperson David Richey made a motion to have Secretary Jessica reach out to Dirts & Engineering in Uvalde and Koch & Koch in Hondo to receive a quote. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**E. Discussed appropriate action regarding the placing of signs on all properties.**

After a brief discussion, Vice-Chairperson David Richey made a motion to approve placing signs on all the properties with the understanding that Secretary Jessica provides the board with pricing. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**F. Discussed appropriate action regarding changing the current property names.**

After a brief discussion, Vice-Chairperson David Richey made a motion to change the current property names Willow-Apple, Leona, Willow-Flores, Moreno-Navarro, and Pecos-Nueces to Apple Apartments, Leona Apartments, Flores Apartments, Moreno Apartments, and Nueces Apartments. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**G. Discussed appropriate action regarding the purchase of Zoom for video conference meetings.**

Secretary, Jessica notified the board that to have a video conference there must be a quorum physically present and that is the current problem we are having so this would not benefit the PHA. After a brief discussion, Vice-Chairperson David Richey made a motion to remove this item from the agenda. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**H. Discussed appropriate action regarding the renewal for the Ameritas Dental, Group Hospital Confinement Indemnity (GAP), Nippon Vision and Life policies for the PHA employees.**

After a brief discussion, Vice-Chairperson David Richey made a motion to approve the Ameritas Dental renewal with increase of the annual maximum from \$1500 to \$2000. Chairperson Roy Menke seconded the motion, with all in favor. Vice-Chairperson David Richey made a motion to approve the renewal of the Nippon Vision and Life Policy. Resident Commissioner Juan Garcia, seconded the motion with all in favor. Vice-Chairperson David Richey made a motion to approve the renewal for the Group Confinement Indemnity (GAP). Resident Commissioner Juan Garcia seconded the motion with all in favor.

**I. Discussed appropriate action regarding the approval to adopt resolution # 2024.25.01, the ACOP Policy and Dwelling Lease for the Low Rent Public Housing Program that was drafted by The Nelrod Company.**

After a brief discussion, Vice-Chairperson David Richey made a motion to table this item so Secretary could receive some final answers. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**J. Discussed appropriate action regarding the approval to adopt resolution # 2024.25.02, the Administrative Plan for the Housing Choice Voucher Program that was drafted by The Nelrod Company.**

After a brief discussion, Vice-Chairperson David Richey made a motion to table this item so Secretary could receive some final answers. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**K. Discussed appropriate action regarding the approval to open a certificate of deposit.**

Secretary Jessica notified the board that it was in the best interest to hold off on the CD until the funds were released on the sprinkler system, grass, roofs, property signs, and the surveys of the properties. After a brief discussion, Vice-Chairperson David Richey made a motion to have this item removed from the agenda. Resident Commissioner Juan Garcia seconded the motion with all in favor.

**L. Discussed appropriate action regarding the appointment of a new PHA counsel.**

After a brief discussion, Vice-Chairperson David Richey made to motion to remove this item from the agenda. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**M. Discussed appropriate action regarding to change the September 19, 2024 meeting date.**

After a brief discussion, Vice-Chairperson David Richey made a motion to change the September 19, 2024 meeting to September 23, 2024 @4PM. Resident Commission Juan Garcia seconded the motion, with all in favor.

**8. Discussion and appropriate action regarding the approval of suggested items for next meeting.**

The board suggested to add the change of the October 2024 meeting date.

**9. Adjournment.**

With no further business to discuss Vice-Chairperson David Richey made the motion to adjourn. Resident Commissioner Juan Garcia second the motion, with all in favor. The meeting adjourned at 7:19 PM.

  
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Roy Menke, Chairperson

  
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Jessica Ramos, Secretary/Executive Director

Date: 9/23/24