
Monday, March 17, 2025, at 4:00 PM
4000 Main Street, Rowlett, Tx 75088

1. Call to Order:

President Winget called the meeting to order at 4:01 PM with a quorum present (Directors Winget, Holston, Dunnican, Schupp and Kull). Attorney Ryan Bowen with Chapman and Cutler attended by phone. President Winget read into the record the rules for conducting an Executive Session.

2. Public Input:

No members of the public were present, so there was no public input.

3. Approval of Minutes:

Consider and take action to approve the minutes of the February 21, 2025 Rowlett Housing Finance Corporation Board of Directors meeting.

Director Holston made a motion to approve the minutes as submitted. Director Dunnican seconded the motion, and it passed unanimously.

President Winget then said the next Agenda Item, to discuss the employment contract of the Executive Director, will be in Executive Session. He then reread the Rules for Conducting Executive Sessions. Before adjourning, and excusing Executive Director Urrutia from the room, President Winget reminded the Board Members that at the last Board meeting a separation agreement was signed with the Executive Director that provided for a seven day review period. That review has resulted in a request by the Executive Director to be reimbursed for approximately two weeks of work built into the timing of the separation agreement he feels was not included in the amount offered in the agreement, which would raise the separation payment by \$4,110. President Winget said this request would be discussed in the Executive Session.

There being no additional discussion on this matter, President Winget called the RHFC Board into Executive Session at 4:09 PM.

There being no further discussion on this Agenda Item during Executive Session, the RHFC Board adjourned from the Executive Session at 4:28 PM.

No action was taken during the Executive Session.

4. Take Any Action Associated With Executive Session:

The RHFC Board reconvened into regular session at 4:28 PM.

President Winget asked if the Board was ready to make a motion resulting from the Executive Session discussion of the Executive Director's employment contract. Director Schupp made a motion to accept a termination agreement/letter as presented to Executive Director Urrutia. President Winget added the date of termination of employment will be March 17, 2025. Director Dunnican seconded the motion. There was no discussion on the motion, and it passed unanimously.

Rowlett City Manager David Hall joined the HFC Board meeting at this time.

President Winget explained to City Manager Hall that we were about to approve the Rowlett City Manager, or his designee, as Executive Director of the HFC. Director Schupp made a motion to appoint the Rowlett City Manager, or his designee, as Executive Director of the RHFC. Director Holston seconded the motion, there was no discussion, and the motion passed unanimously.

5. Items of Community Interest, Topics for future Agenda:

President Winget asked if there were any other topics to discuss or items for our next agenda, there being none, he recommended adjournment.

6. Adjournment:

The RHFC Board meeting was adjourned at 4:30 PM.

Approved on April 17, 2025



Jeff Winget, President



Richard Kull, Secretary