



**Frisco Housing Authority**

**January 18, 2022  
Tuesday 5:30 PM  
Frisco Housing Authority  
9400 3<sup>rd</sup> Street #405  
Frisco, Texas 75033**

# **AGENDA**

## **Board Meeting**

### **Call to Order**

- 1. Welcome Returning Commissioner Dennie Franklin and New Commissioners Steve Hadzima and Renee Sample**
- 2. Hear presentation about new methods to bring more Workforce/Affordable Housing to Frisco by Matt Avital from Ascenda Capital.**
- 3. Consider and act on the approval of the September 2021 Minutes**
- 4. Election of New Board Officers and determine signers on Bank Accounts**
- 5. Review Revised 2021 Budget and vote on Proposed Resolution                      2022-1-1**
- 6. Review Proposed 2022 Budget and vote on Proposed Resolution                      2022-1-2**
- 7. Discuss and Approve Year End 2021 write offs  
There are none.**
- 8. Approve 2022 Flat Rents and Utility Allowances Resolution                      2022-1-3**
- 9. Discuss fund reserves and CD rates    Approve Resolution                      2022-1-4  
Approve amount to be kept in CDs and term of CDs**
- 10. Discuss Repositioning    Possible Resolution to Reposition                      2022-1-5**
- 11. Discuss appointing a new PFC Board Member due to Zakiyah's resignation on this board  
Resolution                      2022-1-6**

## Administrative Update   Discuss work done this year

### Adjourn

#### CERTIFICATION

Susan Kaeufer, Executive Director, certifies that this Notice of Meeting was posted on the outside bulletin board/signs, at Frisco Villas, The Office of the Frisco Housing Authority at 9400 3<sup>rd</sup> Street #405, Frisco, Texas both inside and outside a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time:

By Friday, January 14, 2022, at 5:00 PM and remained so posted at least 72 hours before meeting was convened.

If during the course of the meeting covered by this notice, the Frisco Housing Authority should determine that a closed or executive meeting or session of the Frisco Housing Authority or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Frisco Housing Authority at the date, hour and place given in this notice as the Frisco Housing Authority may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

- § 551.071 – Private consultation with the attorney for the Housing Authority
- § 551.072 – Discussing purchase, exchange, lease or value of real property.
- § 551.074 – Discussing personnel or to hear complaints against personnel.

#### NOTICE

Each member of the public wishing to address the Frisco Housing Authority shall be entitled to speak for up to five (5) minutes, unless ten (10) or more members of the public are present to speak on a single agenda item, in which case the Frisco Housing Authority may by majority vote reduce the allotted time from five (5) minutes to three (3) minutes per speaker to ensure that as many people as possible have an opportunity to speak, subject to the requirements of other law.

#### NOTICE OF ASSISTANCE AT PUBLIC MEETINGS

The Frisco Housing Authority is wheelchair accessible. Access to the building and special parking are available at the primary north entrance facing Frisco Square Blvd. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at least 48-hours prior to the meeting. Please e-mail your request to: [CitySec@friscotexas.gov](mailto:CitySec@friscotexas.gov) or call (972) 292-5020. BRAILLE IS NOT AVAILABLE.

Date Removed: \_\_\_\_\_

Removed By: \_\_\_\_\_



**Frisco Housing Authority**

**PROPOSED**

## **MINUTES**

### **FRISCO HOUSING AUTHORITY BOARD MEETING**

**September 27, 2021  
Monday 4:00 PM  
Frisco Housing Authority  
@ Frisco Housing  
Authority  
9400 3<sup>rd</sup> Street #405  
Frisco, Texas 75033**

#### **Call to Order**

**Meeting called to order 4:12PM**

**In attendance- Fred Lusk, Imelda Garcia, Lee Myrben  
Dialed in- Zakiyah Johnson-Dennie Franklin  
Staff- Susan Kaeufer IT- Rich Kaeufer  
Guests- Steve Hadzima-Renee Sample  
New Board Members Oct 2021  
Dennie did not get connected until about 4:22  
Quorum was present in person.**



**1. Consider and act on the approval of the April 22<sup>nd</sup>, 2021,  
Minutes. Minutes had been read from being sent by email.**

Motion to approve Minutes was made by Lee, seconded by Imelda. Passed with all voting to approve.

**2. Approve Articles of Incorporation for Frisco Housing Public  
Facility Corporation Resolution 2021-9-1**

Motion to approve Articles of Incorporation Minutes was made by Lee, seconded by Dennie. Passed with all voting to approve.

**3. Approve By Laws for Frisco Housing Public Facility  
Corporation Resolution 2021-9-1**

Fred discussed a change in wording if allowed. Dennie moved to approve resolution. Lee seconded motion. Motion to approve was passed. Bylaws were approved

**4. Approve researching and choosing a separate bank for the PFC  
and plan to use that bank for all for all PFC projects**

**Resolution 2021-9-2**

Fred made a motion to approve. Imelda seconded the motion. Motion was passed.

**5. Discuss an opportunity which has been brought to us to partner  
with a group looking to purchase Echelon Apartments. It would  
bring some 191 affordable or workforce units of 1- and 2-  
bedroom housing to Frisco residents.**

**191 units (51%) at the Property will be made available for rental to  
persons with income of no more than 80% area median income,  
thus preserving affordable housing at the Property for the next 99  
years. The Property will be exempt from ad valorem property taxes.**

**Resolution 2021-9-3**

Zakiyah made a motion to approve resolution. Imelda seconded the motion. Motion was approved.

**6. Officially appoint the Directors for the PFC**

**As discussed in April meeting, Zakiyah, Fred and Dennie will be appointed to the PFC Board**

**Resolution 2021-9-4**

Motion to approve PFC was made by Imelda. Seconded by Lee. Motion was passed.

**7. Signers on Bank Account**

Due to having to remove a signer on the bank accounts. It was agreed to add Imelda as a signer to the bank account. It was also mentioned that once the new board takes office, we should add another signer also.

A motion was made by Dennie. Seconded by Lee. The motion carried.

**Adjourn.**

A motion was made by Fred to adjourn.

Meeting was adjourned at 4:30PM

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Chairman  
January 18, 2022

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Susan Kaeufer, Executive Director  
January 18, 2022

**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 06/30/2022)

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Frisco

PHA Code: TX144

PHA Fiscal Year Beginning: 1/1/2021

Board Resolution Number: 2022-1-1

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

☐ Operating Budget approved by Board resolution on:

☐ Operating Budget submitted to HUD, if applicable, on:

☒ Operating Budget revision approved by Board resolution on:

01/18/2022

☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date: 01/18/2022
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**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

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PHA Name: Frisco

PHA Code: TX144

PHA Fiscal Year Beginning: 1/1/2022

Board Resolution Number: 2022-1-2

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

☒ Operating Budget approved by Board resolution on:

January 18, 2022

☐ Operating Budget submitted to HUD, if applicable, on:

☐ Operating Budget revision approved by Board resolution on:

☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
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Print Board Chairperson's Name:	Signature:	Date: 01/18/2022
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## **RESOLUTION NO. 2022-1-3**

### **RESOLUTION OF THE FRISCO HOUSING AUTHORITY APPROVING THE FLAT RENTS FOR 2022**

**Whereas** HUD and Congress enacted the 2014 Appropriations Act- HUD NOITICE PIH 2014-12(HA) with changes to Flat Rent Requirements.

**Whereas** HUD requires flat rents to be recalculated each new year and the fair market rents (FMR) have increased.

**Whereas** the Frisco Housing Authority desires to keep their Utility Allowances current with changing costs and requirements

**BE IT RESOLVED** That the Frisco Housing Authority Board of Commissioners authorizes the approval of the Flat Rent Schedule for 2019 and will do so in the years forward in accordance with policy and that flat rents will not be lower than 80% of year current FMR minus the utility allowance appropriate for unit size

**BE IT RESOLVED** That the Frisco Housing Authority Board of Commissioners authorizes the approval of the Utility Allowances and to keep the Utility Allowances current according to HUD regulations.

**This Resolution shall take effect immediately upon its passage.  
RESOLVED THIS THE 18th day of January 2022.**

ATTEST TO:

\_\_\_\_\_  
Chairman  
Frisco Housing Authority

\_\_\_\_\_  
Susan Kaeufer  
Executive Director Frisco Housing Authority





**Frisco Housing Authority**

Tel (972) 377-3031

Fax (972) 377-3725

9400 3<sup>rd</sup>. Street

Frisco, TX 75033

**Flat Rent Schedule**

**2022**

**1 Bedroom      \$ 1088. – 70. = \$1018.00**

**2 Bedroom      \$ 1290. – 85. = \$1205.00**

**3 Bedroom      \$ 1656. – 100. = \$1556.00**

**Utility Allowances**

**1 Bedroom      \$ 70.00**

**2 Bedroom      \$ 85.00**

**3 Bedroom      \$ 100.00**

**As of January 1, 2022**



Frisco Housing Authority

## **RESOLUTION NO. 2022-1-4**

### **RESOLUTION FOR THE RESERVE FUNDS IN CERTIFICATE OF DEPOSIT (CDs)**

WHEREAS, we currently have some of our reserve funds in CDs

WHEREAS the Certificate of Deposits expire

NOW, THEREFORE, BE IT RESOLVED, that the decision to move funds out of CDs or reinvest in CDs will be made upon expiration of the CDs. The decision will be made by the Head Commissioner and Executive Director, Susan Kaeufer depending on market conditions.

**This Resolution shall take effect immediately upon its passage.**

**Resolved this 18th day of January 2022.**

ATTEST TO:

\_\_\_\_\_  
Chairman Board of Commissioners  
Frisco Housing Authority

\_\_\_\_\_  
Susan Kaeufer  
Executive Director  
Frisco Housing Authority

## **RESOLUTION NO. 2022-1-5**

### **RESOLUTION FOR THE FRISCO HOUSING AUTHORITY TO REPOSITION ACCORDING TO THE CURRENT HUD GUIDELINES AND PLANS**

**Whereas** HUD has been encouraging Housing Authorities with Public Housing to reposition to using Project Based Vouchers

**Whereas** using a Project Based Voucher system of payment would result in more funding to the Frisco Housing Authority

**Whereas** the use of the funding would not be restricted by HUD regulations and could be used to help more low income residents outside of our limited 20 units

**Whereas** the Frisco Housing PFC has already been established and may be a way to reposition. This and other ways of Repositioning should be explored to find the best way to comply with HUD and help residents of Frisco that are below AMI (Area Median Income).

**Whereas** the various regulations of HUD make this process very detailed, it may be necessary to hire an outside consultant to help.

**BE IT RESOLVED** That the Frisco Housing Authority Board of Commissioners authorizes the plan to reposition the Frisco Housing Authority according to HUD guidelines and to have this completed as soon as possible.



**This Resolution shall take effect immediately upon its passage.  
RESOLVED THIS THE 18th day of January 2022.**

ATTEST TO:

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Chairman  
Frisco Housing Authority

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Susan Kaeufer  
Executive Director Frisco Housing Authority

## **RESOLUTION NO. 2022-1-6**

### **RESOLUTION of the Frisco Housing Authority to appoint members to the Frisco Housing PFC Board**

**Whereas** the Frisco Housing PFC board has had a member resign and another member needs to be appointed

**BE IT RESOLVED** That the Frisco Housing Authority Board of Commissioners authorizes the appointment of Stephen Hadzima to the Frisco Housing PFC Board.

**This Resolution shall take effect immediately upon its passage.  
RESOLVED THIS THE 18th day of January 2022.**

ATTEST TO:

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Chairman  
Frisco Housing Authority

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Susan Kaeufer  
Executive Director Frisco Housing Authority