



Frisco Housing Authority

# **Frisco Housing Authority Minutes**

## **Board Meeting**

**December 5, 2018**

**Wednesday 6:00 PM**

**Frisco City Hall- City Room**

**6101 Frisco Square**

**Frisco, Texas 75034**

## **Call to Order**

Meeting was called to order at 6:00 PM by Fred Lusk. Marie was sworn in before the meeting by Sal.

Present were Commissioners - Fred Lusk, Marie Walters, Lee Myrben, Charles Yarbough

Staff- Susan Kaeufer, Sal Storaci

Guest- Jenny Hundt, City of Frisco and Resident- Robert Uhls

New board member Imelda Garcia was not present due to a medical emergency

### **1. Welcome Returning Commissioner Marie Walters**

Fred welcomed returning board members for another term.

### **2. Consider and act on the approval of the November 2017 Minutes**

The Minutes from the November 2017 meeting were read by email before the meeting. A motion to approve the minutes was made by Marie and seconded by Charles. Motion was approved unanimously.

### **3. Election of New Board Officers and determine signers on Bank Accounts**

The election of new officers was discussed, and a motion was made by Charles to nominate Fred for Head Commissioner and seconded by Marie. The vote was unanimous to keep Fred as Head Commissioner. Marie nominated Lee for Vice Commissioner and Charles seconded the motion. Motion was approved unanimously. Fred will remain Chairman/Head Commissioner and Lee will be Vice Chairman/Vice Commissioner. It was decided that signers on the bank account would not be changed. Signers on the accounts will remain- Susan Kaeufer, Fred Lusk and Marie Walters.

### **4. Discuss work done this year**

A few pictures of the bathroom work done in the last year were shown and explained.

## **5. Review Revised 2018 Budget and vote on Proposed Resolution 2018-12-1**

After discussion of the revised Budget for 2017, Charles moved that Resolution 2017-12-1 be approved and Marie seconded the motion. The vote to approve was unanimous and the resolution was approved.

## **6. Review Proposed 2019 Budget and vote on Proposed Resolution 2018-12-2**

After discussion of the proposed Budget for 2018, Marie moved that Resolution 2017-11-2 be approved and Lee seconded the motion. The vote to approve was unanimous and the resolution was approved.

## **7. Discuss and Approve Year End 2018 write offs**

A motion to approve the Year end write off for Y. Gallardo for \$544.00 of rent was made by Charles and seconded by Marie. Motion was approved.

## **8. Approve new Flat Rents and Utility Allowances Resolution 2018-12-3**

After discussion of the change in the Flat Rents for 2019 to comply with the HUD rents for 2019, Lee moved that Resolution 2017-11-3 be approved and Marie seconded the motion. The vote to approve was unanimous and the resolution was approved.

## **9. Discuss new Disaster Policy**

### **Approve policy and vote on Proposed Resolution 2018-12-4**

HUD's request for our Disaster Policy was discussed and it was explained that we would adopt the City of Frisco Disaster Plan as our plan since it is the one, we would follow. A motion to approve Resolution 2018-12-4 with the acknowledgement from the city emergency officer and Jenny that that was acceptable to them was made by Lee, seconded by Charles. The vote to approve was unanimous and the resolution was approved.

## **10. Discuss new allowance of Insurance Premiums be allowed as an Allowable Expense against income**

### **Approve policy and vote on Proposed Resolution 2018-12-5**

Discussion of allowing Insurance premiums to be used as an Allowable Expense against income when calculating rent. This was previously proposed by email to all commissioners in December of 2017. A motion to approve Resolution 2018-12-5 was made by Marie and seconded by Lee. The vote to approve was unanimous and the resolution was approved.

## **11. Discuss Fund Reserves and CD rates Proposed Resolution 2018-12-6**

Discussion of the current better CD rates and if we should put some of the reserve funds into CDs. It was decided that we would put \$75,000.00 in a 14-month CD and \$50,000.00 in a 21-month CD. Motion to approve Resolution 2018-12-6 was made by Marie and seconded by Lee. Motion was approved unanimously.

## **12. Discuss getting a financial review**

The Executive director will get bids and cost for a financial review and bring it back to the board.

## **Administrative Update**

### **Adjourn**

A motion was made to adjourn by Charles seconded Marie. Motion was approved unanimously. Meeting was adjourned at 7:03PM.



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Fred Lusk, Chairman  
December 2, 2019



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Susan Kaeufer, Executive Director  
December 2, 2019



**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. 07/31/2019)

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 Housing Authority

PHA Code: TX144

PHA Fiscal Year Beginning: 1/1/18

Board Resolution Number: 2018-12-1

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):


- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☒ Operating Budget revision approved by Board resolution on: DATE: 12/5/2018
- ☐ 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: <b>Fred Lusk</b>	Signature: 	Date: <b>12/5/2018</b>
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**PHA Board Resolution**  
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PHA Name: Frisco Housing Authority

PHA Code: TX144

PHA Fiscal Year Beginning: 1/1/19

Board Resolution Number: 2018-12-2

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):

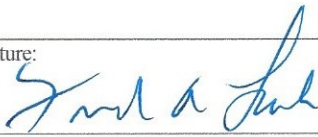
- ☒ Operating Budget approved by Board resolution on: DATE: 12/5/2018
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

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: <b>Fred Lusk</b>	Signature: 	Date: <b>12/5/018</b>
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## **RESOLUTION NO. 2018-12-3**

### **RESOLUTION OF THE FRISCO HOUSING AUTHORITY APPROVING THE FLAT RENTS FOR 2019**

**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 5th day of December 2018.**

ATTEST TO:



Susan Kaeufer  
Executive Director Frisco Housing Authority



Fred Lusk  
Chairman  
Frisco Housing Authority





Frisco Housing Authority

## RESOLUTION NO. 2018-12-4

### RESOLUTION TO ADOPT A DISASTER PLAN FOR THE FRISCO HOUSING AUTHORITY

WHEREAS, we need to adopt a Disaster Plan for the Frisco Housing Authority

WHEREAS, the City of Frisco will include us in their plan and efforts in any emergency or disaster

THEREFORE, BE IT RESOLVED, the Frisco Housing Authority adopts the City of Frisco's Disaster and Emergency Plan

This Resolution shall take effect immediately upon its passage.

Resolved this 5<sup>th</sup> day of December 2018.

ATTEST TO:

A handwritten signature in blue ink, appearing to read 'Susan Kaeufer', is written over a horizontal line.

Susan Kaeufer  
Executive Director  
Frisco Housing Authority

A handwritten signature in blue ink, appearing to read 'Fred Lusk', is written over a horizontal line.

Fred Lusk  
Chairman Board of Commissioners  
Frisco Housing Authority



Frisco Housing Authority

## RESOLUTION NO. 2018-12-5

### RESOLUTION TO ADOPT EXEMPTION FOR OUR WORKING RESIDENTS FOR INSURANCE PREMIUMS

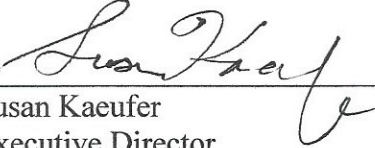
WHEREAS, the government has required its citizens to obtain insurance coverage increasing the a financial burden for our working residents,

WHEREAS, our elderly and disabled residents can deduct insurance premiums as an allowable expense to income.

NOW, THEREFORE, BE IT RESOLVED, that an exemption to income be allowed for Insurance premiums paid by our residents. Be it noted that Life Insurance Premiums are excluded for this and only Medical, Dental and Vision coverage may be included in the allowable expense.

This Resolution shall take effect immediately upon its passage.  
Resolved this 5<sup>th</sup> day of December 2018.

ATTEST TO:

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

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





Frisco Housing Authority

## RESOLUTION NO. 2018-12-6

### RESOLUTION TO MOVE SOME OF THE RESERVE FUNDS TO CERTIFICATE OF DEPOSIT (CDs)

WHEREAS, we currently have our reserve account in a savings account that pays .18%

WHEREAS, the Certificate of Deposit rates have increased

NOW, THEREFORE, BE IT RESOLVED, that that \$125,000.00 be moved to one or more CDs to invest and grow our funds.

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

**Resolved this 5<sup>th</sup> day of December 2018.**

ATTEST TO:

A handwritten signature in cursive script, appearing to read 'Susan Kaeufer', written over a horizontal line.

Susan Kaeufer  
Executive Director  
Frisco Housing Authority

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Fred Lusk  
Chairman Board of Commissioners  
Frisco Housing Authority