



## Item 1

### **Travis County Commissioners Court Agenda Request TRAVIS COUNTY HOUSING FINANCE CORPORATION**

**Meeting Date:** December 11, 2012

**Prepared By/Phone Number:** Karen Thigpen, Assistant Manager/854-4743

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning and Budget/854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

#### **AGENDA LANGUAGE:**

Consider and take appropriate action to approve minutes of Board of Directors meetings of September 25, October 9, October 16, October 23 and November 13, 2012.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116;  
Leroy Nellis, Budget Manager/854-9066

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, SEPTEMBER 25, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, September 25, 2012, at 1:37 p.m. at Travis County Commissioners' Court Room, Ned Granger Building, 314 W. 11<sup>th</sup> St, Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE THE TRAVIS COUNTY HOUSING FINANCE CORPORATION BUDGET FOR FISCAL YEAR 2013.

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Gomez moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

2. RECEIVE UPDATE ON THE REIMBURSEMENT PROCESS FOR THE CORPORATION'S NEIGHBORHOOD STABILIZATION PROGRAM.

**The Board heard from:** Andrea Shields, Manager.

**Motion:** None

**Staff Note:** N/A

3. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE THE PURCHASE OF TWO LICENSES FOR DELORME XMAP 7 PRO USA TOPOGRAPHY STREET DATA MAPPING SOFTWARE.

**The Board heard from:** Andrea Shields, Manager and Karen Thigpen, Assistant Manager

**Motion:** Director Biscoe moved to approve the purchase of one license.  
Director Gomez seconded the motion.

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, OCTOBER 9, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, October 9, 2012, at 3:59 p.m. at Travis County Commissioners' Court Room, 700 Lavaca, Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:**

- A. SUBMISSION OF LETTERS TO EIGHT MULTIFAMILY PROPERTIES REGARDING THE CORPORATIONS ANNUAL COMPLIANCE AUDITS; AND
- B. APPROVE SUBMISSION OF EIGHT INVOICES FOR \$500 EACH TO THE PROPERTY OWNERS FOR STAFF'S TIME.

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 4:00 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, OCTOBER 16, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, October 16, 2012, at 1:52 p.m. at Travis County Commissioners' Court Room, 700 Lavaca, Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer.

1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE CONTRACT FOR TRAVIS COUNTY TO PERFORM ADMINISTRATIVE, ACCOUNTING, AND CLERICAL SERVICES FOR THE TRAVIS COUNTY CORPORATIONS FOR OCTOBER 1, 2012 TO SEPTEMBER 30, 2013.

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Gomez moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	absent

**Staff Note:** N/A

2. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE A SUCCESSOR TRUSTEE FOR THE TRAVIS COUNTY HOUSING FINANCE CORPORATION.

**The Board heard from:** Andrea Shields, Manager, Pam Black and Kathy McQuiston with Bank of Texas, Chick Hicks and Cam Lindsey with Wilmington Trust

**Motion:** Director Gomez moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	absent

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 2:07 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, OCTOBER 23, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, October 23, 2012, at 1:40 p.m. at Travis County Commissioners' Court Room, 700 Lavaca, Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO ESTABLISH DATE OF NOVEMBER 13, 2012 PUBLIC HEARING FOR THE CORPORATION'S MULTIFAMILY HOUSING REVENUE BONDS FOR THE RIVERSIDE GARDENS APARTMENT PROJECT.

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Eckhardt moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:41 p.m.

---

Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, NOVEMBER 13, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, November 13, 2012, at 1:53 p.m. at Travis County Commissioners' Court Room, 700 Lavaca, Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Ron Davis, Assistant Secretary.

1. POSTPONEMENT OF PUBLIC HEARING
2. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO APPROVE NEIGHBORHOOD STABILIZATION PROGRAM CONTRACT NO. 77090000157, AMENDMENT NO. 4.

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Gomez moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	Absent
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:54 p.m.

---

Margaret Gomez, Secretary