



Travis County Commissioners Court Agenda Request
TRAVIS COUNTY HOUSING FINANCE CORPORATION
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION
TRAVIS COUNTY DEVELOPMENT AUTHORITY
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION

Meeting Date: January 7, 2014

Prepared By/Phone Number: Andrea Shields, Manager/854-9116

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

Commissioners Court Sponsor: Samuel T. Biscoe, President

AGENDA LANGUAGE:

1. Consider and take appropriate action to approve minutes of Board of Directors meetings of September 17, September 24, October 1, October 8, November 5, December 3 and December 10, 2013.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:
Backup not required.

STAFF RECOMMENDATIONS: Staff recommends approval.

ISSUES AND OPPORTUNITIES: None.

FISCAL IMPACT AND SOURCE OF FUNDING: None.

REQUIRED AUTHORIZATIONS: Andrea Shields, Manager/854-9116;
Leslie Browder, County Executive, Planning and Budget/854-9106

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, agenda@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 17, 2013**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, September 17, 2013, at 1:37 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; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary. Bruce Todd, Vice President, was absent.

1. Consider and take appropriate action to approve payment of an invoice totaling \$325.00 from the Corporation's outside financial services provider.

The Board heard from: Andrea Shields, Manager

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

Motion carried:

Director Biscoe	yes
Director Todd	absent
Director Daugherty	yes
Director Gomez	yes
Director Davis	abstaining

Staff Note: N/A

ADJOURN

The meeting was adjourned at 1:40 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION
TRAVIS COUNTY DEVELOPMENT AUTHORITY
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES CORPORATION
HELD ON TUESDAY, SEPTEMBER 17, 2013**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION, TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION, CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION, TRAVIS COUNTY DEVELOPMENT AUTHORITY and TRAVIS COUNTY CULTURAL EDUCATION FACILITIES CORPORATION Board of Directors was held on Tuesday, September 17, 2013, at 1:37 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; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary. Bruce Todd, Vice President, was absent.

1. Consider and take appropriate action to approve payment of an invoice totaling \$325.00 from the Corporation's outside financial services provider.

The Board heard from: Andrea Shields, Manager

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

Motion carried:

Director Biscoe	yes
Director Todd	absent
Director Daugherty	yes
Director Gomez	yes
Director Davis	abstaining

Staff Note: N/A

ADJOURN

The meeting was adjourned at 1:40 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, SEPTEMBER 24, 2013**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, September 24, 2013, at 1:37 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; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary. Bruce Todd, Vice President, was absent.

1. Consider and take appropriate action to approve payment of an invoice totaling \$4,294.37 from Naman Howell Smith & Lee for legal services provided to the Corporation.

The Board heard from: Andrea Shields, Manager

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

Motion carried:

Director Biscoe	yes
Director Todd	absent
Director Daugherty	yes
Director Gomez	yes
Director Davis	yes

Staff Note: N/A

ADJOURN

The meeting was adjourned at 1:40 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION
TRAVIS COUNTY DEVELOPMENT AUTHORITY
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES CORPORATION
HELD ON TUESDAY, SEPTEMBER 24, 2013**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION, TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION, CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION, TRAVIS COUNTY DEVELOPMENT AUTHORITY and TRAVIS COUNTY CULTURAL EDUCATION FACILITIES CORPORATION Board of Directors was held on Tuesday, September 24, 2013, at 1:37 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; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary. Bruce Todd, Vice President, was absent.

1. Consider and take appropriate action to approve contract for Travis County to perform administrative, accounting and clerical services for the Travis County Corporations from October 1, 2013 to September 30, 2014.

The Board heard from: Andrea Shields, Manager

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

Motion carried:

Director Biscoe	yes
Director Todd	absent
Director Daugherty	yes
Director Gomez	yes
Director Davis	abstaining

Staff Note: N/A

2. Consider and take appropriate action to approve the Travis County Corporations' budgets for Fiscal Year 2014.

The Board heard from: Andrea Shields, Manager

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

Motion carried:

Director Biscoe	yes
Director Todd	absent

Director Daugherty	yes
Director Gomez	yes
Director Davis	abstaining

Staff Note: N/A

ADJOURN

The meeting was adjourned at 1:40 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
HELD ON TUESDAY, OCTOBER 1, 2013**

A regular meeting of the TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, October 1, 2013, at 12:45 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; Bruce Todd, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. Consider and take appropriate action to approve an invoice totaling \$560.00 for group exercise classes provided by the Wellness Program.

The Board heard from: Sam Biscoe, President

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

Motion carried:

Director Biscoe	yes
Director Todd	yes
Director Daugherty	yes
Director Gomez	yes
Director Davis	yes

Staff Note: N/A

ADJOURN

The meeting was adjourned at 12:46 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, OCTOBER 8, 2013**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, October 8, 2013, at 12:57 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; Bruce Todd, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. Consider and take appropriate action to approve two invoices totaling \$696.29 from Naman Howell Smith & Lee for legal services provided to the Corporation.

The Board heard from: Director Biscoe

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

Motion carried:

Director Biscoe	yes
Director Todd	yes
Director Daugherty	yes
Director Gomez	yes
Director Davis	yes

Staff Note: N/A

ADJOURN

The meeting was adjourned at 12:58 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
HELD ON TUESDAY, OCTOBER 8, 2013**

A regular meeting of the TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION Board of Directors was held on Tuesday, October 8, 2013, at 12:59 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; Bruce Todd, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. Consider and take appropriate action on annual Brown Santa 5K, Kids 5K, and Decker Challenge Sunday, December 8, 2013.
- 2.

The Board heard from: Sam Biscoe, President

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

Motion carried:

Director Biscoe	yes
Director Todd	yes
Director Daugherty	yes
Director Gomez	yes
Director Davis	yes

Staff Note: N/A

ADJOURN

The meeting was adjourned at 1:00 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION
TRAVIS COUNTY DEVELOPMENT AUTHORITY
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES CORPORATION
HELD ON TUESDAY, OCTOBER 8, 2013**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION, TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION, CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION, TRAVIS COUNTY DEVELOPMENT AUTHORITY and TRAVIS COUNTY CULTURAL EDUCATION FACILITIES CORPORATION Board of Directors was held on Tuesday, October 8, 2013, at 1:37 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; Bruce Todd, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. Consider and take appropriate action to approve an invoice for external audit services for Fiscal Year 2013 from Atchley and Associates, LLP.

The Board heard from: Director Biscoe

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

Motion carried: Director Biscoe yes
Director Todd yes
Director Daugherty yes
Director Gomez yes
Director Davis yes

Staff Note: N/A

ADJOURN

The meeting was adjourned at 1:40 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION
TRAVIS COUNTY DEVELOPMENT AUTHORITY
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES CORPORATION
HELD ON TUESDAY, NOVEMBER 5, 2013**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION, TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION, CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION, TRAVIS COUNTY DEVELOPMENT AUTHORITY and TRAVIS COUNTY CULTURAL EDUCATION FACILITIES CORPORATION Board of Directors was held on Tuesday, November 5 2013, at 2:50 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; Bruce Todd, Vice President; Gerald Daugherty, Treasurer and Margaret Gomez, Secretary. Ron Davis, Assistant Secretary, was absent.

1. Consider and take appropriate action to approve a fee structure for the Corporations.

The Board heard from: Andrea Shields, Manager

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

Motion carried:

Director Biscoe	yes
Director Todd	yes
Director Daugherty	yes
Director Gomez	yes
Director Davis	absent

Staff Note: N/A

2. Consider and take appropriate action to approve a check approval form of budget expenses.

The Board heard from: Director Biscoe

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

Motion carried:

Director Biscoe	yes
Director Todd	yes
Director Daugherty	yes

Director Gomez yes
Director Davis yes

Staff Note: N/A

ADJOURN

The meeting was adjourned at 2:53p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, DECEMBER 3, 2013**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, December 3, 2013, at 12:20 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; Bruce Todd, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. Consider and take appropriate action regarding the adoption of a resolution, approval of agreement to issue bonds and to file carryforward application with the Texas Bond Review Board for issuance of bonds to finance residential development for Pedcor Investments for the Parmer Place Apartments.

The Board heard from: Andrea Shields, Manager and Cliff Blount, Issuer Counsel

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

Motion carried:

Director Biscoe	yes
Director Todd	yes
Director Daugherty	yes
Director Gomez	yes
Director Davis	yes

Staff Note: N/A

2. Consider and take appropriate action regarding the adoption of a resolution, approval of agreement to issue bonds and to file carryforward application with the Texas Bond Review Board for issuance of bonds to finance residential development for Pedcor Investments for the William Cannon Apartments.

The Board heard from: Andrea Shields, Manager and Cliff Blount, Issuer Counsel

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

Motion carried:

Director Biscoe	yes
Director Todd	yes
Director Daugherty	yes
Director Gomez	yes
Director Davis	yes

Staff Note: N/A

3. Consider and take appropriate action regarding the adoption of an initial resolution, approval of agreement to issue bonds and to file application with the Texas Bond Review Board for issuance of bonds to finance residential development for Timbers Clayton 104 Apartments, L.P. for the Timbers Apartments.

The Board heard from: Andrea Shields, Manager and Cliff Blount, Issuer
Counsel

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

Motion carried:

Director Biscoe	yes
Director Todd	yes
Director Daugherty	yes
Director Gomez	yes
Director Davis	yes

Staff Note: N/A

ADJOURN

The meeting was adjourned at 12:26 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION
TRAVIS COUNTY DEVELOPMENT AUTHORITY
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES CORPORATION
HELD ON TUESDAY, DECEMBER 3, 2013**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION, TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION, CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION, TRAVIS COUNTY DEVELOPMENT AUTHORITY and TRAVIS COUNTY CULTURAL EDUCATION FACILITIES CORPORATION Board of Directors was held on Tuesday, December 3 2013, at 12:26 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; Bruce Todd, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. Consider and take appropriate action to renew a contract between the Travis County Corporations and an outside financial services provider.

The Board heard from: Andrea Shields, Manager

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

Motion carried:

Director Biscoe	yes
Director Todd	yes
Director Daugherty	yes
Director Gomez	yes
Director Davis	yes

Staff Note: N/A

ADJOURN

The meeting was adjourned at 12:28 p.m.

Margaret Gomez, Secretary

**MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS OF
TRAVIS COUNTY HOUSING FINANCE CORPORATION
HELD ON TUESDAY, DECEMBER 10, 2013**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, December 10, 2013, at 2:37 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; Bruce Todd, Vice President; Gerald Daugherty, Treasurer; Margaret Gomez, Secretary and Ron Davis, Assistant Secretary.

1. Consider and take appropriate action on request to approve Memorandum of Understanding between Travis County and the Travis County Housing Finance Corporation for contract administrative services for a tenant based rental assistance reservation system participation program.

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 Todd	yes
Director Daugherty	yes
Director Gomez	yes
Director Davis	yes

Staff Note: N/A

2. Consider and take appropriate action regarding the adoption of a resolution, approval of agreement to issue bonds and to file carryforward application with the Texas Bond Review Board for issuance of bonds to finance residential development for Timbers Clayton 104 Apartments, L.P. for the Timbers Apartments.

The Board heard from: Andrea Shields, Manager and Cliff Blount, Issuer Counsel

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

Motion carried:

Director Biscoe	yes
Director Todd	yes
Director Daugherty	yes
Director Gomez	yes
Director Davis	yes

Staff Note: N/A

ADJOURN

The meeting was adjourned at 2:40 p.m.

Margaret Gomez, Secretary