

HOUSING FINANCE AUTHORITY OF HILLSBOROUGH COUNTY

Minutes of December 2, 2016 Board Meeting

The meeting was held in the County Commission Board Room, 2nd Floor, County Center, 601 E. Kennedy Blvd, Tampa, FL 33602.

I. Attendees

Chair Debra Koehler called the HFA Board Meeting to order at 9:30 a.m. Members of the audience and the Board introduced themselves, and the Pledge of Allegiance was recited.

Also in attendance were Board Vice-Chair David Hollis, Secretary Mercedes DiMaio, and Board Members Ed Busansky, Harry Hedges and Mike Kelley. Board member Frank DeBose arrived as noted below. Mr. Hedges attended telephonically. Ms. Farris advised that Mr. Hedges could attend the meeting in this manner because he was out of town for medical treatment and a quorum was physically present at the meeting.

Also present were Mary Helen Farris (County Attorney's Office), Mark Hendrickson (HFA Financial Advisor), Debbie Berner and Cameron Hill (HFA Investment Banker—RBC Capital Markets), Misty Taylor (HFA Bond Counsel—Bryant Miller Olive), Eric Johnson, Nancy Takemori, and Shawn Perrine (Hillsborough County), Leroy Moore (Tampa Housing Authority), Shawn Wilson, Scott Macdonald and Angela Hatcher (Blue Sky Communities), Michael Brown (Miracles Outreach CDC), Tommi Ana Davis (Point West Construction), Robert Colvard (Roundstone Development), and Rhea Law, (Buchanan Ingersoll & Rooney, attorney for Blue Sky Communities).

II. Minutes

Ms. DiMaio moved, with a second by Mr. Hollis, that the Board **approve the minutes of the October 14, 2016 meeting**. The motion passed 6-0.

III. Public Comment

There were no public comments.

IV. HFA Monthly Financial Statement

Mr. Hendrickson presented the October 2016 Financial Statement, as prepared by the HFA's accountant. After discussion, Ms. DiMaio moved, with a second by Mr. Hollis, that the Board **approve the October 2016 Financial Statement**. The motion passed 6-0.

V. Investment Committee and Investments

Mr. Hendrickson presented the Investment Report.

[Mr. DeBose arrived.]

VI. Bond Allocation

Mr. Hendrickson and Ms. Taylor explained that \$200 million of allocation could be carried forward as single family, multi-family, or a combination. After discussion, Mr. Hollis moved, with a second by Ms. DiMaio, that the Board **authorize bond**

counsel to file for carryforward in the amount of \$100 million for single family and \$100 million for multi-family. The motion passed 7-0.

VII. Single Family Report: DPA, MCC's, Old Issues and 2012 Program

Mr. Hendrickson updated the Board on the current strategy to encourage production by keeping the mortgage rate at 3.875%—which had resulted in \$190,000 of second mortgages being funded in November while still generated a net profit of over 2% on the sale of the MBS. He explained that the Hardest Hit Funds should become available from FHFC in early 2017, but that the mortgage rate on loans associated with HHF DPA would have to be set at the same rate that FHFC established. After discussion, Mr. Hollis moved, with a second by Mr. Busansky, that the Board **delegate to the Chair and the Financial Advisor the ability to change the mortgage rate, if required.** The motion passed 7-0.

VIII. New Multi-Family Financings

Mr. Hendrickson updated the Board on the four bond applications that were in process, noting that in the initial scoring by FHFC, all except Mango Terrace were in the funding range.

IX. 2007 Single Family MBS Sale

Mr. Hendrickson and Ms. Berner explained that the underlying MBS in the 2007 Single Family bond issue could be sold at a significant premium—allowing the bonds to be redeemed. Ms. Berner explained the two options—either sell all the MBS and generate more cash to the HFA, or sell enough MBS to redeem the bonds and retain the remaining MBS as an investment. After discussion, Mr. Kelley moved, with a second by Mr. Hollis, that the Board **authorize the Professional Team and legal counsel to move forward to implement the option of selling enough MBS to redeem the bonds (retaining the remaining MBS as an investment), including the authorization to sell the MBS and redeem the bonds, and authorizing the Chair to sign required documents.** The motion passed 7-0.

X. FHFC Local Government Preference

Mr. Hendrickson described the background on the ability for local governments to designate a priority development that would receive additional points in the FHFC scoring process that would result in that development being funded if the remainder of their application had no issues. He explained that the County had requested the HFA to administer a selection process, and that the NOFA related to that process had been widely distributed/published, and included both Project Threshold Criteria and Project Selection Criteria.

Mr. Hendrickson explained that an item had been placed on the BOCC agenda for the following week which would grant the City of Tampa the right to designate the local priority development in FHFC RFA 2016-113, if various conditions were met— including the City designating a priority development, agreeing to allow the County to designate the priority development for a project located outside of the City of Tampa in the next FHFC RFA that permitted the priority designation, and the Tampa Housing Authority withdrawing a threatened legal action related to the HFA's NOFA. He also explained that because the City of Tampa might not be able to designate a priority deal due to a legal challenge to their process for selecting the transaction, the HFA needed to select a

priority development for submission by the County if the City did not designate a priority development or if the City did not agree to the conditions adopted by the BOCC.

Ms. Farris distributed a letter written by Fletcher & Fischer P.L. on behalf of the Boulevard at West River development, threatening to challenge the action of the HFA, due to the NOFA's threshold criteria that the development be located in unincorporated Hillsborough County, the City of Temple Terrace, or Plant City. Ms. Farris stated that she had evaluated the situation and advised the Board that they were within their rights to target loan funds in the manner that they had been targeted in this NOFA.

Mr. Busansky, Mr. DeBose, and Mr. Hollis all disclosed conflicts (see attached forms) and did not participate in the discussion or the voting related to this agenda item.

Mr. Hendrickson stated that the County would be contributing \$100,000 towards the required local contribution for a priority development, with the HFA providing the additional funds, and that the County would provide the entire local contribution for other deals selected by the HFA as "back-up" applications.

Mr. Hendrickson presented an evaluation of the five applications that had been received. He stated that the Boulevard at West River failed threshold due to its location in the City of Tampa, and that the Carrington Park, Mango Terrace, Preserve at Sabal Park, and Springfield Plaza applications had met all Project Threshold Criteria.

Mr. Hendrickson discussed the loan requests from each applicant that had met threshold.

Mr. Hendrickson then discussed each Project Selection Criteria and the response to each criteria from each applicant that had met threshold.

After discussion, Mr. Kelley moved, with a second by Mr. Hedges, that the Board

- Select the Preserve at Sabal Park for priority funding level, to be provided if the City either did or could not designate a priority development or if the City did not accept all conditions established by the BOCC related to this issue.
- Recommend that County fund Carrington Park, Mango Terrace and Springfield Plaza as back-up deals, and fund Sabal Park as a back-up development if it was not designated by the County as the priority development.
- For Sabal Park, if submitted as the priority development, provide a loan of \$551,000, at an interest rate of 1%, and amortization of 30 years, and a balloon 15 years after the date the development's first mortgage converted to a permanent loan.
- Authorize the Chair to sign loan commitment letters.
- Request the appropriate County official to sign the FHFC form required to verify the local government contribution.
- Loan to be evidenced by Promissory Note and Mortgage, with anticipated second mortgage position (subject to all loan documents and due diligence necessary to evidence and complete the transaction). Loan documents to include a Land Use Restriction Agreement with all Applicant commitments (HFA programs, length of set-aside, income restrictions, and all others).
- Loan commitment expiration date of December 31, 2017.

The motion passed 4-0, with Mr. Busansky, Mr. DeBose, and Mr. Hollis abstaining due to potential conflicts.

[Mr. Hedges left the meeting.]

XI. Multi-Family Loans & Development Occupancy

Mr. Hendrickson reported on the status of various loans and the continued high occupancy of HFA financed units. The **Board directed Mr. Hendrickson to investigate why the occupancy level of Kaylee Bay was low.**

Ms. Taylor stated that the Haley Park development was converting to its permanent loan, which would result in the bonds being redeemed. After discussion, Mr. Hollis moved, with a second by Mr. Busansky, that the Board authorize an amendment to the LURA to remove the trustee and to delegate to the Chair and the Vice-Chair or any Assistant Secretary the ability to approve and execute the amendment. The motion passed 6-0.

Mr. Hendrickson updated the Board on the status of the construction problems on The Tempo, and directed the Board to a status update provided by Banc of America CDC.

XII. Other Multi-Family Programs

Mr. Hendrickson reported on the Homeless Up and Out, Youth Aging Out of Foster Care, and Catholic Charities programs.

XIII. SEE, FHFC, & County Reports

Mr. Hendrickson reported on the SEE effort and the October FHFC meeting.

Mr. Perrine reported on County activities.

XIV. Role of Financial Advisor

Mr. Hendrickson and the Board discussed the nature of his work for the HFA, noting that it was primarily staff and policy. The Board agreed that Mr. Hendrickson could have legal counsel review the existing contract, with the goal of eliminating the need for Mr. Hendrickson to be designated under federal rules as an Independent Registered Municipal Advisor. The Board **directed Mr. Hendrickson and Ms. Farris to bring back their findings to the January HFA meeting.**

XV. Harry Hedges Reappointment

Ms. Farris noted that Mr. Hedges' term ended in January. After discussion, Mr. Hollis moved, with a second by Ms. DiMaio, that the Board **authorize the Chair to sign a letter of support from the HFA Board for the reappointment of Mr. Hedges.** The motion passed 6-0.

XVI. 2017 HFA Meeting Calendar

Mr. Hendrickson presented a draft 2017 HFA meeting calendar. After discussion, Mr. Hollis moved, with a second by Mr. Busansky, that the Board adopt a 2017 HFA meeting schedule of:

January 12

Planning Commission Board Room

February 17	Planning Commission Board Room
March 10	Planning Commission Board Room
April 14	Planning Commission Board Room
May 12	Planning Commission Board Room
June 9	Planning Commission Board Room
August 1	Planning Commission Board Room
September 1	Planning Commission Board Room
October 13	Planning Commission Board Room
November 9	Planning Commission Board Room
December 11	County Attorneys' Conference Room

The motion passed 6-0.

XVII. Travel Approval

The dates of the NALHFA, FLALHFA, and Florida Housing Coalition Conferences were discussed. After discussion, Mr. Hollis moved, with a second by Mr. DeBose, that the Board approve travel by any Board member and Ms. Farris to the three conferences. The motion passed 6-0.

XVIII. Annual Election of Officers

Ms. Koehler opened the floor for nominations. Mr. Busansky confirmed that the current Chair and Vice-Chair had served only for one year. After discussion, Mr. DeBose moved, with a second by Mr. Kelley, that the Board elect for one-year terms:

Debra Koehler	Chair
David Hollis	Vice Chair
Mercedes DiMaio	Secretary
All other members	Assistant Secretaries

The motion passed 6-0.

XIX. Adjournment

On a motion by Mr. Hollis, seconded by Mr. Kelley, the Board voted 6-0 to adjourn the meeting (10:50 AM).

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME - FIRST NAME - MIDDLE NAME HOLLIS, DAVID	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Hillsborough County Housing Finance Authority
MAILING ADDRESS P.O. Box 1110 Tampa, Fla. 33601	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: 9 CITY COUNTY XXX OTHER LOCAL AGENCY
CITY Tampa	COUNTY Hillsborough
DATE ON WHICH VOTE OCCURRED December 2, 2016	MY POSITION IS: 9 ELECTIVE XX APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office, **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a **Relative** includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A **business associate** means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

You must abstain from voting and disclose the conflict in the situations described above and in the manner described for elected officers. In order to participate in these matters, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

* You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.

* A copy of the form must be provided immediately to the other members of the agency.

* The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

* You must disclose orally the nature of your conflict in the measure before participating.

* You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, David Hollis, hereby disclose that on December 2, 2016,

(a) A measure came or will come before my agency which (check one)

inured to my special private gain or loss;

inured to the special gain or loss of my business associate, _____;

inured to the special gain or loss of my relative, _____;

inured to the special gain or loss of Tampa Housing Authority, by whom I am retained; or

inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I abstained from voting on the FHFC Housing Credit RFA & Local Government Preference.

12/5/2016 Date Filed

Signature 

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME - FIRST NAME - MIDDLE NAME DEBOSE, FRANK	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Hillsborough County Housing Finance Authority
MAILING ADDRESS P.O. Box 1110 Tampa, Fla. 33601	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: 9 CITY COUNTY XXX OTHER LOCAL AGENCY
CITY Tampa	COUNTY Hillsborough
DATE ON WHICH VOTE OCCURRED December 2, 2016	MY POSITION IS: 9 ELECTIVE XX APPOINTIVE

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For purposes of this law, a **relative** includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A **business associate** means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Frank Debose, hereby disclose that on December 2, 2016,

(a) A measure came or will come before my agency which (check one)

inured to my special private gain or loss;

inured to the special gain or loss of my business associate, _____;

inured to the special gain or loss of my relative, _____;

inured to the special gain or loss of _____, by whom I am retained; or

inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I abstained from voting on the FHFC Housing Credit RFA & Local Government Preference to avoid the appearance of any conflict of interest.

Dec 2, 2016 Date Filed

Signature 

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME - FIRST NAME - MIDDLE NAME BUSANSKY, EDWARD	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Hillsborough County Housing Finance Authority
MAILING ADDRESS P.O. Box 1110 Tampa, Fla. 33601	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: 9 CITY COUNTY XXX OTHER LOCAL AGENCY
CITY Tampa	COUNTY Hillsborough
DATE ON WHICH VOTE OCCURRED December 2, 2016	MY POSITION IS: 9 ELECTIVE XX APPOINTIVE

WHO MUST FILE FORM 8B

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* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Ed Busansky, hereby disclose that on December 2, 2016,

(a) A measure came or will come before my agency which (check one)

inured to my special private gain or loss;

inured to the special gain or loss of my business associate, _____;

inured to the special gain or loss of my relative, _____;

inured to the special gain or loss of First Housing, by whom I am retained; or

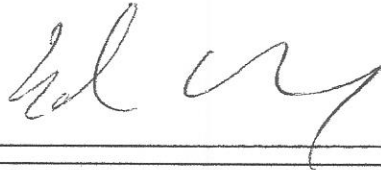
inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I abstained from voting on the FHFC Housing Credit RFA & Local Government Preference.

2/1/17 Date Filed

Signature



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