

**Housing Finance Authority of Leon County
December 12, 2019
Meeting Minutes**

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Ms. Marnie George, Vice Chair
Ms. Gail Milon
Mr. Mike Rogers
Mr. Chuck White

ADMINISTRATOR: Mr. Mark Hendrickson

HFA LEGAL COUNSEL: Mr. Evan Rosenthal

HFA AUDITOR: Esther Nichols, The Nichols Group

HFA BOND COUNSEL: Jason Breth, Bryant Miller Olive

COUNTY STAFF: Mr. Shington Lamy
Mr. Matthew Wyman
Mr. Alexander Rose

COUNTY ATTORNEY: None

GUESTS PRESENT: Allen Stucks, Former HFA Board Member
Libby Lane, Tallahassee Lenders' Consortium
Karen Miller, Tallahassee Lenders' Consortium
Michael Parker, City of Tallahassee
Kilen Norris Barber, Mount Olive Housing & CDC
Sherri Curtis, City of Tallahassee Community Redevelopment Agency
Bill Wilson, Graceful Solution

Call to Order by Chairman Lewis

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:00 P.M

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Vice Chair George, Ms. Milon, Mr. Rogers, and Mr. White. Secretary Sharkey and Treasurer Gay notified staff more than 24 hours before the meeting that they would be absent and were excused.

Agenda Item #2: Approval of the December 12, 2019, Agenda

Action Taken: Chairman Lewis called for a motion for approval of the December 12, 2019 Meeting Agenda. Ms. Milon motioned to approve, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #3: Approval of the November 14, 2019 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the November 14, 2019 Meeting Minutes. Ms. Milon motioned to approve, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #4 Public Comment

There was no public comment.

Action Taken: No action taken

Agenda Item #5 Presentation to Allen Stucks

Chairman Lewis praised Mr. Stucks for his many years of service to the HFA and the community, and for his work on the HFA. Mr. Stucks spoke on the satisfaction of serving the community and the progress made by the HFA.

Action Taken: No action taken

Agenda Items #6A-6C Financial Reports, Budget & Expenditure Approvals

Mr. Hendrickson presented the Financial Reports, including the November 30 balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken:
6A, 6B & 6C Mr. Rogers motioned to accept the November 30, 2019 Financial Statement and Income and Expense Report, and to approve the proposed Expenditure and Debit Card Approval list, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Items #7 Presentation of Draft HFA Audit for FY 2018-2019

Audit Committee Chair Milon informed the Board of the work of the Committee in reviewing the draft audit. Ms. Nichols presented the audit, stating that it was a “clean audit” with “no findings”. The Board thanked Ms. Milon for her work on the audit.

Action Taken: Ms. Milon motioned that the Board accept the Audit Committee recommendation that the Board give approval to the draft audit of the HFA as presented by Ms. Nichols, subject to the approval being revisited if the Group Auditor (County Auditor) recommended any substantive changes, and it was 2nd by Mr. White. Motion passed unanimously.

Agenda Item #8A: Community Land Trust

Mr. Hendrickson presented the background on a request from the Tallahassee Lenders' Consortium (TLC) for administrative funding support for their work as the City-County designated Community Land Trust (CLT), and for the creation of a revolving construction loan fund. Mr. Rosenthal presented the legal analysis of the proposed administrative funding, stating that under certain circumstances that could be reflected in a motion to approve funding, the HFA Procurement Policy would permit the funding, but that the funding could not come from the proceeds of land parcel sales, which need to be used for direct affordable housing expenditures. Ms. Lane detailed the request of TLC, and presented a background on her organization, the selection of TLC by the City and County to serve as the community's CLT, and other potential funding sources. She asked that administrative funding be in the form of a 0% loan, with no payments for 10 years, and fully amortized payments in years 11-20. Ms. Lane also discussed a request for a construction line of credit. Mr. Hendrickson and Mr. Rogers disclosed that they were on the Board of the Florida Housing Coalition, the statewide non-profit providing technical assistance to TLC, but that neither had any financial interest in the Florida Housing Coalition or the TLC. Mr. Parker spoke on the City of Tallahassee's support of the CLT, stating that he planned to ask the City Commission to approve administrative funding in January. A lengthy discussion followed. At the advice of Mr. Rosenthal, Mr. Hendrickson in his capacity as HFA Administrator made a recommendation that the HFA approve \$25,000 in administrative funding during FY 2019-2020 with loan terms as requested by Ms. Lane and that the HFA defer all other requests of the TLC. The Board discussed the wording of a motion, with input from Mr. Rosenthal.

Action Taken: #8A Ms. George motioned that the Board waive the requirement for competitive solicitations contained in the HFA's Procurement Policy upon the recommendation of the HFA Administrator, and upon finding that the funding of the TLC is in the best interest of the HFA and appropriate to the circumstances, given that the TLC was competitively procured through a joint process by Leon County and the City of Tallahassee to develop a community land trust and is in a unique position to provide such service, that the HFA commit \$25,000 of administrative funding for TLC in the form of a 0% loan, with payments deferred for 10 years and full amortization during years 11-20, that the release of the funding was contingent upon submission of a plan from TLC for remaining necessary funding from other sources, commitment of City of Tallahassee funding, and upon agreement by the TLC for HFA recognition on signage and other materials, and it was 2nd by Ms. Milon. Motion passed unanimously.

Agenda Item #8B: Magnolia Family

Mr. Hendrickson reported that a complete bond application that met HFA criteria had been submitted for Magnolia Family Apartments, part of the Orange Avenue Redevelopment. Mr. Breth presented bond counsel drafted documents for Board consideration.

Action Taken #8B: Mr. White motioned that the Board adopt the Inducement Resolution drafted by bond counsel for Magnolia Family Apartments and authorize Chairman Lewis to execute any form and/or letters necessary for the development to apply for SAIL funding, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #8C: 2020 HFA Meeting Calendar

Mr. Hendrickson presented a proposed 2020 HFA meeting calendar, with Board meetings on the 2nd Thursday of each month except July.

Action Taken #8C: Ms. Milon motioned that the Board approve the proposed 2020 HFA meeting calendar, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #8D: HFA Annual Report

Mr. Hendrickson presented a proposed final HFA Annual Report for FY 2018-2019, noting that Board suggested additions and edits had been made and that graphics had been added.

Action Taken: Mr. Rogers motioned that the Board approve the HFA Annual Report for FY 2018-2019 as presented and authorize Chairman Lewis to submit the report to the County Administrator and other County officials, and was 2nd by Ms. Milon. Motion passed unanimously.

Agenda Item #9A: County Update

Mr. Lamy updated the Board on County activities and introduced new staff member Alexander Rose.

Action Taken: No action taken

Agenda Item #10A: Magnolia Terrace

Mr. Hendrickson updated the Board on the Magnolia Terrace financing, stating that the action item for approval had been pulled from the agenda because the developer had not provided the plans and specs necessary for the credit underwriter to complete their report. He stated that it was anticipated that this item would be on the January 2020 agenda. Mr. Breth stated that the bond allocation would be carried forward, meaning that it would become non-project specific multi-family allocation valid through December 31, 2022.

Action Taken: No action taken.

Agenda Item #10B: Emergency Repair Program

Mr. Hendrickson and Mr. Wyman updated the Board on the progress of the program.

Action Taken: No action taken.

Agenda Item #10C: Real Estate

Mr. Hendrickson updated the Board on the volume of sales and the amount available for expenditure on housing programs. He stated that Ms. Leigh's research on who had purchased the properties would be

completed by January, but that initial research showed that the buyers included CDC's, neighbors, and builders.

Action Taken: No action taken.

Agenda Item #10D **Legal Update**

Mr. Rosenthal updated the Board on a foreclosure action where the HFA had a subordinate DPA loan, stating that the borrower had filed for bankruptcy, which would delay any resolution.

Action Taken: No action taken.

Agenda Item #10E: **To-Do List**

Mr. Hendrickson reported that the to-do list was in the Board Packet.

Action Taken: No action taken

Agenda Item #10F: **State Legislative Update**

Mr. Hendrickson updated the Board on the upcoming 2020 Legislative Session, noting that the Governor had recommended full funding for housing. Mr. Lewis reported on the Sadowski Coalition press conference that had been held December 9, which he had attended representing Florida ALHFA. A discussion of the probability of housing funding followed.

Action Taken: No action taken.

Agenda Item #11A: **Annual Election of Officers**

Mr. Hendrickson reported that the HFA bylaws limited the Chair to two consecutive terms, and that Mr. Lewis had "termed out". A discussion followed.

Action Taken: Mr. Rogers motioned that the Board elect Ms. George as Chair, for a one-year term beginning January 1, 2020, and it was 2nd by Mr. Lewis. Motion passed unanimously.

Mr. Lewis motioned that the Board elect Mr. Rogers as Vice-Chair, for a one-year term beginning January 1, 2020, and it was 2nd by Ms. Milon. Motion passed

Mr. White motioned that the Board elect Mr. Gay as Treasurer, for a one-year term beginning January 1, 2020, and it was 2nd by Ms. Milon. Motion passed unanimously.

Ms. Milon motioned that the Board elect Dr. Sharkey as Secretary, for a one-year term beginning January 1, 2020, and it was 2nd by Mr. Lewis. Motion passed unanimously

Ms. Milon motioned that the Board elect Mr. White, Mr. Lewis and Ms. Milon as Assistant Secretaries, for a one-year term beginning January 1, 2020, and it was 2nd by Ms. George. Motion passed unanimously

Agenda Item # 9: Adjournment

On a motion by Ms. Milon, 2nd by Mr. Rogers, the Board voted unanimously to adjourn the meeting at 1:37 P.M.

 Marnie George, Chairman

 Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: DECEMBER 12, 2019

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	11-15-19 to 12-14-19	\$ 3,791.67
1101	The Hendrickson Company	Administrator	12/12/2019	\$ 3,791.67
	Nabors Giblin & Nickerson	Legal	11-14-19 to 11-30-19	\$ 891.90
1102	Nabors Giblin & Nickerson	Legal	12/12/2019	\$ 891.90
	Mark Hendrickson	Copying	12/7/2019	\$ 96.21
1103	Mark Hendrickson	Copying	12/12/2019	\$ 96.21
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	11/13/2019	\$ 141.52
	Office Depot	Copying	11/8/2019	\$ 88.78
	Awards 4U	Operating Supplies: Stucks	11/19/2019	\$ 133.95
	Office Depot	Supplies- binder clips	12/7/2019	\$ 6.69