

San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Regular Meeting
July 13, 2023 | 3:00 p.m.

The San Mateo County Community Colleges Educational Housing Corporation Board of Directors will meet in-person at the San Mateo County Community College District Office (3401 CSM Drive, San Mateo, CA 94402) on July 13, 2023.

Observing the Meeting

Members of the public who wish to observe the meeting may attend in-person or by accessing the following link or calling the following telephone number at the beginning of the meeting:

Zoom Meeting ID: <https://smccd.zoom.us/j/84076188445>

Dial-In: 1 (669) 900-9128 | **Webinar ID:** 84076188445

Providing Public Comment on NON-AGENDA Items

To make a comment regarding a non-agenda item, members of the public:

1. If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or
2. If remote, once in the Zoom meeting (via above link), can utilize the "raise hand" function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who "raise their hand" will be called upon in the order they appear.
3. Members of the public making comment are reminded of the 3-minute time limit for comment.

Members of the public may also submit written comments on non-agenda items via email to housing@smccd.edu. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 300 words. Emails received by 12:00 p.m. on July 13, 2023 will be provided to Housing Board members.

Accommodations

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Carina Warne, Executive Assistant to the Chancellor, by 5:00 p.m. on July 12, 2023 at (650) 358-6877 or via email at warnec@smccd.edu.

**San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Regular Meeting
July 13, 2023 | 3:00 p.m.**

In Person at 3401 CSM Drive, San Mateo, CA 94402

Members of the Public may also participate via Zoom.

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AGENDA

I. Call to Order and Roll Call

II. Public Comments on Non-Agenda Items

III. BLVD Residential Updates

IV. Action Items

a. Adoption of Budgets for FY 2023-2024

i. College Vista

ii. Canada Vista

iii. College Ridge (at Skyline College)

b. Consideration of Draft Amendments to the Educational Housing Board Corporation Bylaws

c. Consideration of Reduction of Maximum Resident Lease Terms

d. Approval of Minutes of April 20, 2023 Meeting

V. Statements from Directors

VI. Adjourn

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

PREPARED BY: Richard Storti, Executive Vice Chancellor of Administrative Services

MEETING DATE: July 13, 2023

REPORT SUBJECT: Adoption of Budget for FY 2023-2024 for College Vista, Cañada Vista and College Ridge

Each year, the Housing Board adopts budgets for the housing complexes. These budgets are generally based on spending from the prior year and consider any anticipated increases or decreases in those categories.

Attached for the Housing Board's consideration are proposed FY 2023-2024 budgets for:

- College Vista
- Cañada Vista
- College Ridge (at Skyline College)

RECOMMENDATION

Staff recommends the Housing Board:

- (1) Adopt the FY 2023-2024 budget for College Vista,
- (2) Adopt the FY 2023-2024 budget for Cañada Vista; and
- (3) Adopt the FY 2023-2024 budget for College Ridge (at Skyline College)

Educational Housing Corporation
College Vista
 Budget Proposal: FY 2023-2024 (as of July '23)

		Notes/Assumptions	2022-2023 Budget	2022-2023 Actuals	2023-2024 Budget
INCOME					
	Rental Income		\$ 712,111.03	\$ 510,524.91	\$ 679,464.83
	Other Income		\$ 810.00	\$ 927.00	\$ 1,530.00
	Miscellaneous Income	Club House Income, Deposit Forfeiture	\$ 1,400.00	\$ (2,496.00)	\$ 4,750.00
Total GROSS INCOME			\$ 714,321.03	\$ 508,955.91	\$ 685,744.83
OPERATING EXPENSES					
	Staff Costs	Resident Manager salary	\$ 10,270.23	\$ 9,583.87	\$ 10,718.49
	Contract Services	Landscaping, Pest Control, Cable & Alarm	\$ 32,355.00	\$ 39,557.37	\$ 30,872.00
	Utilities	PG&E, Water, Sewer & Trash	\$ 73,132.00	\$ 65,322.14	\$ 71,585.80
	Routine Repairs & Maintenance	Materials, Electrical, Plumbing	\$ 24,600.00	\$ 21,752.99	\$ 23,753.00
	Turnover Repairs & Maintenance	Painting, Cleaning	\$ 32,175.00	\$ 67,735.51	\$ 51,100.00
	Marketing		\$ 5,700.00	\$ 169.79	\$ 6,300.00
	Administrative Fees		\$ 11,297.75	\$ 19,926.48	\$ 17,940.79
	Management Fees	BLVD Residential Fees	\$ 50,160.00	\$ 50,160.00	\$ 50,160.00
	Insurance Expense		\$ 19,500.00	\$ 36,634.97	\$ 19,333.12
Total OPERATING EXPENSE			\$ 259,189.98	\$ 310,843.12	\$ 281,763.20
NET OPERATING INCOME			\$ 455,131.05	\$ 198,112.79	\$ 403,981.63
OTHER EXPENSES					
	Maintenance Reserve	Roofing	\$ 371,150.00	\$ 452,896.83	\$ 539,205.94
	Capital Reserve		\$ 125,000.00	\$ 125,000.00	\$ 130,000.00
NET CASH FLOW			\$ (41,018.95)	\$ (382,398.04)	\$ (265,224.31)

Educational Housing Corporation
Cañada Vista
 Budget Proposal: FY 2023-2024 (as of July '23)

		Notes/Assumptions	2022-2023 Budget	2022-2023 Actuals	2023-2024 Budget
INCOME					
	Rental Income		\$ 1,010,122.05	\$ 848,611.23	\$ 1,011,015.50
	Other Income	Application Fees	\$ -	\$ 1,567.00	\$ 630.00
	Utility Income	Rebates	\$ -	\$ 965.14	\$ -
	Miscellaneous Income	Club House Income, Deposit Forfeiture	\$ 1,200.00	\$ 2,612.50	\$ 4,150.00
Total GROSS INCOME			\$ 1,011,322.05	\$ 853,755.87	\$ 1,015,795.50
OPERATING EXPENSES					
	Staff Costs	Resident Manager Salary	\$ 10,514.14	\$ 9,546.71	\$ 11,318.49
	Contract Services	Landscaping, Pest Control, Cable & Alarm	\$ 41,556.00	\$ 49,842.48	\$ 47,538.00
	Utilities	PG&E, Water, Sewer & Trash	\$ 108,100.00	\$ 103,049.77	\$ 106,236.73
	Routine Repairs & Maintenance	Materials, Electric, Plumbing, Appliances	\$ 39,775.00	\$ 45,167.12	\$ 38,700.00
	Turnover Repairs & Maintenance	Painting, cleaning	\$ 73,460.00	\$ 64,976.72	\$ 32,720.00
	Marketing		\$ 1,400.00	\$ -	\$ 6,300.00
	Administrative Expenses		\$ 9,741.50	\$ 16,784.43	\$ 19,603.95
	Management Fees	BLVD Residential Fees	\$ 68,400.00	\$ 68,400.00	\$ 68,400.00
	Insurance Expense		\$ 22,500.00	\$ 42,258.64	\$ 23,358.87
Total OPERATING EXPENSE			\$ 375,446.64	\$ 400,025.87	\$ 354,176.04
NET OPERATING INCOME			\$ 635,875.41	\$ 453,730.00	\$ 661,619.46
OTHER EXPENSES					
	Maintenance Reserve	Appliances	\$ 233,850.00	\$ 127,578.52	\$ 104,516.65
	Capital Reserve		\$ 147,600.00	\$ 147,600.00	\$ 153,504.00
NET CASH FLOW			\$ 402,025.41	\$ 326,151.48	\$ 557,102.81

Educational Housing Corporation
College Ridge (Skyline)
 Budget Proposal: FY 2023-2024 (as of July '23)

		Notes/Assumptions	2022-2023 Budget	2022-2023 Actuals	2023-2024 Budget
INCOME					
	Rental Income		\$ 477,638.17	\$ 263,869.70	\$ 665,186.00
	Other Income	Application Fees	\$ 2,610.00	\$ 2,158.00	\$ 450.00
	Utility Income		\$ -	\$ 320.08	\$ -
	Miscellaneous Income		\$ -	\$ 418.12	\$ 1,250.00
Total GROSS INCOME			\$ 480,248.17	\$ 266,765.90	\$ 666,886.00
OPERATING EXPENSES					
	Staff Costs	Resident Manager salary	\$ 4,089.11	\$ 6,357.68	\$ 10,718.49
	Contract Services	Landscaping, Pest Control, Alarm	\$ 53,375.00	\$ 31,372.00	\$ 57,420.00
	Utilities	PG&E, Water, Sewer & Trash	\$ 53,800.00	\$ 60,620.46	\$ 70,597.92
	Routine Repairs & Maintenance	Materials, Electrical	\$ 12,800.00	\$ 2,230.00	\$ 18,600.00
	Turnover Repairs & Maintenance	Cleaning	\$ 9,000.00	\$ 1,775.00	\$ 10,275.00
	Marketing		\$ 9,500.00	\$ 3,100.00	\$ 5,800.00
	Administrative Expenses	HOA dues	\$ 7,590.75	\$ 7,086.12	\$ 9,021.25
	Management Fees	BLVD Residential Fees	\$ 32,400.00	\$ 34,200.00	\$ 34,200.00
	Insurance Expense		\$ -	\$ -	\$ -
Total OPERATING EXPENSE			\$ 182,554.86	\$ 146,741.26	\$ 216,632.66
NET OPERATING INCOME			\$ 297,693.31	\$ 120,024.64	\$ 450,253.34
OTHER EXPENSES					
	Maintenance Reserve		\$ -	\$ 5,911.51	\$ 8,934.00
	Capital Reserve		\$ -	\$ -	\$ -
NET CASH FLOW			\$ 297,693.31	\$ 114,113.13	\$ 441,319.34

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

PREPARED BY: Richard Storti, Executive Vice Chancellor of Administrative Services

MEETING DATE: July 13, 2023

REPORT SUBJECT: Consideration of Draft Amendments to the Educational Housing Board Corporation Bylaws

At its meeting on April 20, 2023, the Housing Board discussed various amendments to the Educational Housing Board Corporation Bylaws. The edits discussed are noted below.

The Bylaws of the San Mateo Colleges Educational Housing Corporation were originally approved by the Board of Trustees of the College District in January 2004, and subsequently amended and approved in 2011. Those Bylaws delegate to the Housing Corporation Board the responsibility of reviewing and amending the Bylaws as needed, subject to the approval of the Board of Trustees.

Article V, Section 3: Authorized Number and Qualifications

The Board shall consist of at least seven (7), but no more than nine (9) Directors, with the precise number of Directors within this range to be determined by the San Mateo County Community College District Board of Trustees. **If possible, the majority of the Directors shall be external to the San Mateo County Community College District.** One Director shall be recommended for membership by the Academic Senate of the District and a second Director shall be recommended for membership by the CSEA chapter. **Directors recommended by the Academic Senate and CSEA shall be members currently employed by the San Mateo County Community College District.** The qualification for Directors shall be established as needed by the San Mateo County Community College District Board of Trustees from time to time.

Article V, Section 5: Appointment and Term of Office

The Directors shall be **recommended by the Educational Housing Corporation Board, with final approval** ~~appointed~~ by the San Mateo County Community College District Board of Trustees. **Director vacancies shall be filled within three (3) months, subject to identification of qualified candidates.** Directors shall serve for staggered four (4) year terms, with approximately one-third of the Directors being appointed each year. A Director may serve a maximum of two consecutive four (4) year terms, but may serve again after taking a one (1) year hiatus. Each Director,

including a Director appointed to fill a vacancy, shall hold office until expiration of the term for which appointed and until a successor has been appointed and qualified.

Article V, Section 6: Events Causing Vacancy

A vacancy or vacancies on the Board shall exist on the occurrence of the following:

- a) The death or resignation of any Director;
- b) The declaration by action of the Board or the San Mateo County Community College District Board of Trustees of a vacancy in the office of a Director who has been declared of unsound mind by an order of any court, convicted of a felony, or found by final order or judgement of any court to have breached a duty under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law;
- c) The removal of a Director in accordance with Article V, Section 8, below; or
- d) An increase in the authorized number of Directors
- e) **A Director recommended by the Academic Senate or CSEA has a change in classification or is no longer employed by the District**

RECOMMENDATION

Staff recommends that the Housing Board consider the draft amendments to the Educational Housing Board Corporation Bylaws.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

PREPARED BY: Richard Storti, Executive Vice Chancellor of Administrative Services

MEETING DATE: July 13, 2023

REPORT SUBJECT: Consideration of Reduction of Maximum Resident Lease Terms

At its meeting on April 20, 2023, the Housing Board discussed considering a reduction of maximum resident lease terms for new residents from seven (7) years to five (5) years.

Historically, the maximum time employees have been permitted to occupy units have evolved. When the program first began in 2005, residents were granted a five (5) year maximum occupancy term. That term later moved to seven (7) years and during the depths of the Great Recession in 2008 and 2009, when the demand for units was relatively low, the term was moved to nine (9) years for a class of residents. The number was later readjusted to seven (7) years and that is the current maximum limit for new residents.

There are currently 213 full time employees (53 Faculty and 160 Staff) on the housing waitlist. Due to the size of the waitlist, the average wait time for a unit is several years. Reducing the maximum resident lease terms for new residents could shorten the wait time for a unit and give more employees the opportunity to take advantage of this District benefit.

RECOMMENDATION

Staff recommends that the Housing Board consider reducing the maximum resident lease term.



Minutes of the Educational Housing Corporation

Special Board Meeting

April 20, 2023

In-Person at the District Office (3401 CSM Drive, San Mateo, CA 94402)

and ZOOM Webinar

Attendees:	Other Attendees:
Michael Pierce, President	Melissa Moreno, SMCCCD
Richard Holober, Vice President	Richard Storti, SMCCCD
Brittney Sneed	Carina Warne, SMCCCD
	Bob Talbott, BLVD Residential
Absent:	Yaakov Strauss, BLVD Residential
Michael Guingona, Treasurer	Jonathan Garcia, BLVD Residential
Jessica Marshall	Stephanie Montenegro, BLVD Residential

Call to Order and Roll Call

The meeting was called to order at 3:05 p.m. Members in attendance are listed above.

Public Comments on Non-Agenda Items

Mandy Lucas commented on the definition of “first-time homebuyer” and housing insecurities in the Bay Area.

BLVD Residential Updates

Ms. Montenegro gave an update on vacancies at the three housing complexes, noting that there are 9 vacancies at Cañada Vista, 6 vacancies at College Vista, and 9 vacancies at College Ridge.

Mr. Pierce commented about the waitlist and the possibility of asking employees to recertify or update their information to stay on the list. He said it might be a good idea to update annually.

Mr. Storti mentioned the idea of reducing the maximum occupancy lease term from 7 years to 5 years for future residents. Currently the maximum lease term is 7 years. He said 5 years is a reasonable amount of time for residents to save money and may help the waitlist move quicker to open up the benefit to more employees. Mr. Pierce agreed with the idea, but also mentioned that district housing is a tool to attract and retain employees. He said implementing a reduction in maximum lease term would need further discussion by the housing board. Mr. Holober said

the original lease term in the beginning was 5 years and he agreed that it would be timely to restore the original intent. Mr. Talbott said BLVD Residential can help to research any applicable tenant laws that might be affected by a change such as this.

Ms. Sneed suggested usage trends and polling incoming and outgoing residents for data. Mr. Strauss said there are existing surveys sent to residents after maintenance work orders are completed and BLVD Residential has considered implementing a survey for outgoing residents. Ms. Warne said employees fill out a survey online in order to add themselves to the housing waitlist.

INFORMATION ITEMS

Joint Study Session with the Board of Trustees May 10, 2023

Mr. Storti said the Board of Trustees Study Session agenda for May 10, 2023 is in development. Staff is currently working with the Board of Trustees President to determine agenda items. Mr. Pierce said the two items for potential discussion are future faculty and staff housing and student housing.

DISCUSSION ITEMS

Discuss Amendments to the Educational Housing Board Corporation Bylaws

Mr. Holober suggested updating Authorized Number & Qualifications (Article V, Section 3) of the Bylaws. He suggested adding wording to clarify that director nominated by the Academic Senate and CSEA shall be members currently employed by the District.

Mr. Pierce suggested updating Authorized Number & Qualification (Article V, Section 3) of the Bylaws. He suggested adding wording that the majority of the directors are external to the District.

Mr. Pierce suggested updating Appointment & Term of Office (Article V, Section 5) of the Bylaws. He suggested language to speed up the process. He suggested that the Housing Board recommend an appointee within a certain amount of time after a vacancy has occurred. Mr. Holober agreed that it has taken too long to fill Housing Board director vacancies. He said the Housing Board may recommend an appointee, but the Board of Trustees is the appointing authority.

Mr. Holober also suggested updating Events Causing Vacancy (Article V, Section 6) of the Bylaws. He suggested adding wording to clarify that a director vacancy shall occur if the director appointed by Academic Senate or CSEA is no longer employed by the District.

Mr. Pierce suggested updating Events Causing Vacancy (Article V, Section 6) as well. He suggested updating wording to clarify a vacancy may occur if there is a role change. For example, if a Director appointed by Academic Senate or CSEA is promoted to a manager position or has a change of classification.

Mr. Storti said staff will make the suggested changes and bring a draft to the next meeting for consideration and review.

ACTION ITEMS

Approval of Minutes of January 19, 2023 Meeting

It was moved by Mr. Holober and seconded by Mr. Pierce to approve the Minutes of January 19, 2023. Mr. Holober and Mr. Pierce voting aye. Ms. Sneed abstained. The motion carried.

Approval of Minutes of January 30, 2023 Meeting

It was moved by Mr. Holober and seconded by Mr. Pierce to approve the Minutes of January 30, 2023. All members voting aye. The motion carried.

Consideration of Awarding of Contract for College Vista Cabinet and Countertop Replacement Project

Mr. Strauss said the current cabinets at College Vista are aging and made of thermofoil. He said thermofoil tends to warp and peel easily over time especially when exposed to heat, water or oil. In regards to the countertops, he said the current formica countertops will be replaced with durable quartz countertops. Mr. Storti said he toured the units at College Vista and saw the condition of the cabinets and countertops and agrees that a replacement project is warranted.

Mr. Pierce asked how many units are included in the College Vista Cabinet and Countertop Replacement Project. Mr. Strauss answered that there are seven units in the project that will all receive new kitchen and bathroom cabinets and countertops.

Mr. Strauss also mentioned the possibility of another cabinet and countertop replacement project in the future. As units are vacated, BLVD Residential will assess the condition of the cabinets and countertops and determine if there is a need.

It was approved by roll call vote to approve Awarding the Contract for College Vista Cabinet and Countertop Replacement Project. All members voting aye.

Statements from Directors

Ms. Sneed asked that two additional survey questions be added when collecting data about housing. She asked how many employees leave the District before obtaining housing and how long employees stay employed with the District after moving out of housing.

Ms. Sneed also asked how an interested person may apply to serve on the Housing Board.

Mr. Holober suggested issuing a public notice about the Housing Board vacancies and inviting members of the public to apply.

Adjourn

The meeting was adjourned at 3:52 p.m.